# USF Postdoctoral Research Fellowship Proposal Template

The following template may be used to prepare an application for the USF Postdoctoral Research Fellowship awards offline.

The award must be applied for using the online application form at the [Urban Studies Foundation website.](https://urbanstudiesfoundation.org/funding/postdoctoral-research-fellowships/) Applicants may copy-paste the fields from this form to the online form for submission, once they have all your required supporting documents ready (only one pdf per upload, max upload size 5mb).

Please **do not use BLOCK CAPITALS** or unnecessary formatting in any field of this form. Text formatting is not permitted using the online form for submission (i.e. not bold/italic text etc.).

All applicants must ensure they have read the [Further Particulars](https://urbanstudiesfoundation.org/funding/postdoctoral-research-fellowships/) document in full before applying to this award.

This form context must be submitted along with the following supporting documents:

* Applicant CV (up to three pages, submitted as a single pdf file, maximum size 5mb).
* Proof of PhD award (e.g. award letter, certificate, or equivalent document verifying the applicant’s PhD award, submitted as a single pdf file, maximum size 5mb).
* Mentor support form (completed by the mentor, and submitted with the application as a single pdf file, maximum size 5mb).
* HEI support form (completed by the HEI representative, and submitted with the application as a single pdf file, maximum size 5mb).

Optionally, applicants may also upload any evidence to support a declaration of extenuating circumstances (see section on ‘Applicant information’); and/or any supplemental non-text material (e.g. diagrams, images, tables, etc.) to support the research programme statement may also be uploaded on the final page. Supplementary documents must not contain significant additional proposal text, and this may be discarded at the discretion of the awarding panel. All documents must be single pdf files, maximum 5mb in size.

## Applicant information

|  |  |
| --- | --- |
| **FIRST NAME:** | <enter here> |
| **SECOND NAME:** | <enter here> |
| **EMAIL:** | <enter here> |
| **PHONE:** | <enter here> |
| **CONTACT ADDRESS:** | <enter here> |

### Education history (PhD first)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DEGREE:** | **SUBJECT:** | **AWARDING INSTITUTION:** | **COUNTRY:** | **DATE:** |
| <enter here> | <enter here> | <enter here> | <enter here> | <enter here> |
| <add more rows if necessary> |  |  |  |  |

Please list PhD first (at top of list). It is not necessary to list pre-undergraduate level education.

### **Current role(s)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **POSITION OR ROLE:** | **INSTITUTION OR ORGANISATION:** | **COUNTRY:** | **START DATE:** | **END DATE (IF APPLICABLE):** |
| <enter here> | <enter here> | <enter here> | <enter here> | <enter here> |
| <add more rows if necessary> |  |  |  |  |

\*\* Please put your current role and affiliation at the top of the list. It is only necessary to list up to three current roles. Any relevant roles may be listed, e.g. including both full-time or part-time employment, voluntary positions, and roles outside of academia.

### **Previous role(s)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **POSITION OR ROLE:** | 1. **INSTITUTION OR ORGANISATION:** | 1. **COUNTRY:** | 1. **START DATE:** | 1. **END DATE:** |
| 1. <enter here> | 1. <enter here> | 1. <enter here> | 1. <enter here> | 1. <enter here> |
| 1. <add more rows if necessary> |  |  |  |  |

* + 1. Please list up to three relevant previous roles. Any relevant roles may be listed, e.g. including both full-time or part-time employment, voluntary positions, and roles outside of academia.

### **Extenuating circumstances or career breaks**

|  |  |
| --- | --- |
| **Do you wish to declare any extenuating circumstances or career breaks?:** | Yes/No (as applicable) |
| **Please clearly specify the details of these circumstances here [400 words maximum]:** | <enter here> |
| **Please upload any relevant evidence for the above here.** | Uploaded attachments must be single .pdf files no more than 5mb per upload. |

* + 1. This section should be used to detail the reasons for any career breaks or to declare any personal extenuating circumstances that the applicant wishes to communicate to the panel (see Further Particulars).

### **Academic referees contact information**

Please provide details of two academic referees who can be contacted in support of your application. At least one referee should be the applicant’s PhD supervisor, unless there are circumstances in which this is not possible which should be declared in the field above. **Both referees should be prepared to submit blind letters of recommendation upon request**, and **institutional email addresses should be provided where possible**.

|  |  |  |
| --- | --- | --- |
| **REFEREE 1:** | **NAME:** | <enter here> |
| **EMAIL:** | <enter here> |
| **INSTITUTIONAL OR PROFESSIONAL CONTACT ADDRESS:** | <enter here> |
| **RELATIONSHIP TO APPLICANT:** | <enter here> |
| **REFEREE 2:** | **NAME:** | <enter here> |
| **EMAIL:** | <enter here> |
| **INSTITUTIONAL OR PROFESSIONAL CONTACT ADDRESS:** | <enter here> |
| **RELATIONSHIP TO APPLICANT:** | <enter here> |

## **Fellowship information**

|  |  |
| --- | --- |
| **START DATE:** | <enter here> |
| **END DATE:** | <enter here> |
| **DURATION (MONTHS):** | <enter here> |
| **GROSS SALARY:** | <enter here> |

* + 1. The salary must be the exact same figure declared on the HEI support form.

### **Mentor details**

|  |  |
| --- | --- |
| **MENTOR TITLE OR ROLE:** | <enter here> |
| **MENTOR NAME:** | <enter here> |
| **MENTOR SUBJECT FIELD:** | <enter here> |
| **MENTOR EMAIL:** | <enter here> |
| **MENTOR PROFILE URL:** | <enter here> |

* + 1. The mentor must be based at the same department as listed below in the HEI details.

### **Higher education institution (HEI) details**

|  |  |
| --- | --- |
| **HEI FULL NAME:** | <enter here> |
| **HEI DEPARTMENT:** | <enter here> |
| **HEI DEPARTMENT WEBSITE:** | <enter here> |
| **HEI DEPARTMENT ADDRESS:** | <enter here> |
| **HEI CONTACT NAME:** | <enter here> |
| **HEI CONTACT EMAIL:** | <enter here> |

The HEI contact name and email should be the same person who has completed the HEI form as a representative of the HEI.

### **Research proposal**

|  |
| --- |
| **Statement outlining your contribution and commitment to Urban Studies research and scholarship (maximum 250 words)** |
| <enter here> |

|  |  |
| --- | --- |
| **TITLE OF PROPOSAL** | <enter here> |

|  |
| --- |
| **Statement of your proposed programme of Urban Studies research (2,750 words maximum)** |
| <enter here> |

Please present your programme of research in this field, clearly describing your objective(s) and question(s), relating these to the state of the art in the literature, and explaining your methods. Also explain why your research is innovative, detailing the ground-breaking elements. Describe the envisaged academic outputs. Also address knowledge utilisation/mobilisation, and ethical issues (if any). You may use up to 2,750 words maximum, and no formatting is permitted in the text field (i.e. no bold/italic text etc.).

|  |
| --- |
| **Bibliography / references (750 words maximum)** |
| <enter here> |

Please list any references used in the proposal statements above, in standard bibliographic format (750 words maximum).

## **Supporting documents**

Please upload mentor and HEI support forms below, which should have been completed by the mentor and HEI representative named in the form above.

|  |  |
| --- | --- |
| **Applicant CV** | <upload> |

Please upload a CV here, with maximum three pages, as a single pdf, maximum file size 5mb.

|  |  |
| --- | --- |
| **Proof of PhD award** | <upload> |

Please upload a PhD award letter or some equivalent document that can confirm the veracity and date of the applicant’s PhD award. This should be uploaded as a single pdf, maximum file size 5mb.

|  |  |
| --- | --- |
| **Mentor support form** | <upload> |

Please upload a completed mentor support form, as a single pdf, maximum file size 5mb.

|  |  |
| --- | --- |
| **HEI support form** | <upload> |

Please upload a completed HEI support form, as a single pdf, maximum file size 5mb.

|  |  |
| --- | --- |
| **Supplementary documents (optional)** | <upload> |

If required, any supplemental non-text material (e.g. diagrams, tables, images, etc.) may also be uploaded as a single pdf, maximum file size 5mb. Supplementary documents must not contain additional proposal text.

**Submission declaration**

|  |  |
| --- | --- |
| **As applicant you confirm that:**  (1) all information that you have supplied in this application is true, correct and complete;  (2) you have provided all the required documents, adhered to word limit guidelines, and are eligible for the award;  (3) you consent to the storage, processing and use of the information contained in this application form as described in the Urban Studies Foundation Privacy Notice (available at <http://urbanstudiesfoundation.org/privacy-notice>); and  (4) you agree to be bound by the decision of the Urban Studies Foundation awarding panel in relation to this application, and understand that their decision is final. | <YES/NO> |