

# The Alan Turing Institute

## Turing Artificial Intelligence Fellowships Frequently Asked Questions and Guidance Notes

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## Introduction

This guidance and frequently asked questions document have been created to assist applicants when considering this initiative and with the completion of their proposal.

If you have any questions or experience any difficulties completing the application, please email [fellowship@turing.ac.uk](mailto:fellowship@turing.ac.uk) or call +44 (0)20 3862 3345.

## Eligibility

### Who is eligible for Fellowships?

Eligibility criteria are set out in the call documentation.

### Are there nationality restrictions?

There are no nationality restrictions for this scheme and international applications are welcomed. However, the applicant must be hosted at a UK research organisation, whether already based at one or moving to one to take up the Fellowship.

Any offer made will be conditional upon, and subject to the successful candidates obtaining the right to live and work/study in the UK throughout the duration of their Fellowship.

### Can I apply for relocation and visa costs?

Applicants can include relocation costs in their package if relocating more than 50 miles. The package may include up to £2,000 per academic staff member to relocate the individuals being funded and their partner and/or dependents.

Visa costs may be claimed as part of this relocation package.

### Are current Turing Fellows and Turing employees eligible to apply?

Turing Fellows and Turing employees who meet the criteria set out in the call documentation are eligible to apply for these AI Fellowships.

### Can I undertake the Fellowship part-time?

Applications for part-time Fellowships are welcomed, both from applicants who seek to work part-time solely on the Fellowship, and from those seeking to continue an existing appointment. The minimum time commitment for Fellowships is 0.5 FTE.

### Can I continue to hold another position?

Candidates may continue to hold another position. Fellows are required to spend a minimum of 0.5 FTE of their time on the Fellowship and may spend the remainder of their time on other activities including working in industry, teaching or collaborating on other projects and complementary research. Where Fellows spend less than 1 FTE of their time on the Turing AI Fellowship and related research, proportionate funding or support is expected to be supplied by any organisation to which they contribute.

## **Can I hold another Fellowship?**

If applying for this Fellowship part-time, other Fellowships may also be held. At the time of starting the Fellowship, the applicant should not be in receipt of funding that exceeds 1 FTE in total.

## **Timings**

### **How long are the Turing AI Fellowships?**

All AI Fellowships will be awarded for a maximum of 5 years. Applicants wishing to pursue a part-time Fellowship (with a minimum of 0.5 FTE) are welcomed, and if successful would be offered a part-time Fellowship for 5 years. Applications, whether full or part-time, for less than 5 years are welcomed, but must propose research that will have significant impact on the AI ecosystem.

### **When do the Fellowships begin?**

Candidates must be available to start the Fellowship to coincide with the start of the 2019-20 academic year. Ideally this will be October 2019, but no later than 31 December 2019.

## **Host Organisations**

### **Which organisations are eligible to be a host organisation?**

Fellows will normally be hosted by a UK organisation with significant ability to carry out research. This includes Higher Education Institutions, Independent Research Organisations, NHS bodies and Research Institutes. Details of eligible institutes are available on the [UKRI website](#).

UK universities that receive grant funding from one of the UK higher education funding bodies can be host organisations for the Fellowships, regardless of whether or not they are a partner university of the Turing.

### **What level of support is the host organisation expected to commit?**

It is expected that the host organisation will support the Fellowship through a financial and/or appropriate in-kind contribution. Support should enhance the programme of research to deliver stronger impact and make the application more competitive. Financial or in-kind support from the host organisation will be considered at Stage 2 of assessment.

### **Host organisation letters of intent and support**

Fellowship applications must include a letter of intent (max 1 side A4) from the head of department, or equivalent, at the host organisation for Stage 1 of the process, and a full letter of support (max 2 sides of A4) for Stage 2.

All letters must be on headed paper, signed by the author and dated within 3 months of the application close date. All uploads must be in PDF format.

**A letter of intent should include:**

- Confirmation that the host organisation supports the AI Fellowship initiative, the research proposal and the applicant (specific details of support will not be considered until stage 2);
- Confirmation that should the candidate progress to stage 2 the host organisation will provide a full letter of support;
- Confirmation of appointment (current or at the point at which the Fellowship will be taken up).

**A letter of support should include:**

- Host organisational commitment to the field of AI that the research is to be undertaken in and how it aligns with the host organisation research strategy and priorities;
- A commitment to ensure the applicant will be released from duties to undertake the Fellowship at the FTE proposed (where applicable);
- Research qualities and capabilities of the hosting department of the applicant and how the Fellowship research proposal relates to the research strategy of that department;
- An assessment of the applicant's capabilities and achievements which makes them suitable for this Fellowship (please refer to the assessment criteria and personal specification);
- Confirmation of appointment (current or at the point at which the Fellowship will be taken up);
- Confirmation that on commencing the Fellowship the applicant will not hold Fellowships at the host organisation totalling more than 1 FTE;
- Details of any financial or in-kind support (the applicant will be required to include a full financial expenditure breakdown as part of their full application);
- By writing the letter of support, the host organisation confirms that the applicant fulfils the person specification and eligibility criteria and agrees to supporting the research if successful.

**Are there institutional limits in place?**

Each host organisation may submit a maximum of three applications.

**Can I apply from a non-UK organisation?**

Applications are welcomed from applicants currently based at a non-UK organisation; however only a UK organisation may be selected as a host organisation (see above) and will be required to support the application.

**Is the Fellowship transferable?**

The Fellowship may be transferable to other eligible UK organisations (see above) subject to agreement from the Turing, any Research Partners, the current host organisation and the new host organisation. The Fellow must provide justification that there will be no adverse consequences to the research.

## **What interactions will I have with the Turing?**

All Fellows are encouraged to spend time at the Turing's London hub, to facilitate networking and engagement across the Turing's network and the broader AI community.

To access the Turing's London hub, which is based in the British Library, Fellows will need to undergo and must satisfactorily pass the Institute's security screening process which includes a Basic Disclosure and Barring Service check and is carried out by a third-party provider, Agenda Screening.

Please note, the screening process will include an option for candidates to self-disclose any previous criminal convictions, and possession of a criminal record will not necessarily preclude applicants from being awarded a Fellowship placement with the Institute.

Fellows will be required to report annually to the Turing on the progress of their Fellowship.

## **Partners and Collaborations**

### **Is it mandatory to have research (industry or government/third sector) partners?**

Having a research partner(s) is not compulsory. However, applicants are encouraged to find a suitable research partner(s) where relevant, to provide greater resource for their research and to maximise its impact. Financial or in kind support from the partner(s) will be considered at Stage 2 of assessment.

### **Will the Turing help me find suitable research partners?**

In cases where the research partner is essential for the proposal, the applicant is expected to provide the name(s) of the proposed partner(s) in Stage 1 of the application, with letters of support required in Stage 2.

The Turing will offer additional support in seeking out additional research partners for all applicants who are successful in Stage 1 of the process. Applicants will be responsible for taking further any connections and sourcing letters of support for Stage 2.

### **Can I be employed by and/or based at my research partner?**

It is a requirement of the Fellowship that Fellows hold a tenure or tenure-track academic post at the host organisation, either currently or at the point of starting the Fellowship. However if the Fellowship is held on a part-time basis, the Fellow may also be employed by their research partner provided that they are proportionately paid or funded.

## **Funding and Resources**

### **How is the Fellowship funded?**

The Fellowship will pay 100% of direct costs. Indirect costs will be paid at the rate of £32,500 per 1 FTE, per annum.

### **What percentage salary can be paid from the Fellowship?**

The Fellowship can be used to cover 0.5-1FTE of the Fellow's salary.

The maximum salary contribution per annum from the Fellowship is:

Mid-career Fellow salary: £75,000 (+ on-costs)  
Senior Fellow salary: £110,000 (+ on-costs)

Salary top-ups from the host organisation or research partner are allowed.

### **What is the level of funding available for each Fellowship package?**

The average anticipated award per annum for up to five years:

Fellow: £267,420  
Senior Fellow: £441,960

### **If I take up the Fellowship on a part-time basis how do I cost the resources?**

The Fellow's direct and indirect costs should be calculated on a pro rata basis. All other resources can be calculated as if taking the Fellowship on a full time basis.

### **How should costings be submitted?**

Proposals should be costed fully at the outline stage although we only require applicants to indicate the scale of the programme they are proposing, total expected cost and amount requested for the Fellowship award (indicative costings).

Full financial expenditure breakdown is required as part of the full application and we expect that the total cost of the full proposal to be within 10% of that requested in the outline proposal.

Costing (indicative or full) should be submitted via [Flexigrant](#).

### **What resources can I include as part of the Fellowship?**

Funds can be used flexibly for the following:

- 0.5-1FTE Fellow salary contribution;
- RA and Research Engineer salary and PhD student stipend/fees etc;
- On-costs and overheads;
- Travel and subsistence;
- Equipment;
- Consumables;

#### **Travel**

Please detail reasonable planned travel costs for the research team.

#### **Consumables**

Please detail your planned spend for consumables and equipment. Please note that requests for large equipment should be discussed with your host organisation and adhere to procurement rules.

## **Research Engineering Team**

If a Research Engineer is necessary for the research, the costing breakdown will need to include their salary. Applicants may work with Research Engineers at their host institutes or elsewhere. One option available is the Turing's team of in-house Research Software Engineers and Research Data Scientists, known collectively as the Research Engineering Team <https://www.turing.ac.uk/research/research-programmes/research-engineering>.

The Research Engineering team contributes skills in research software engineering and data science in support of other programmes, as well as to its own projects. This model of working ensures that the tools they develop are useful and applicable to a wider range of areas. The team supports professional delivery of impactful research across the Turing's programmes, as well as its own research interests.

You can choose to cost in the time of this group in your application. The rate for the Turing's Research Engineering Team is £67,605.66 per 1 FTE, per annum plus indirect costs of £32,500 per 1 FTE, per annum. Where you choose to include these costs, the funds will remain with the Turing and the Research Engineering Team will work with you to assign an appropriate member of the team.

All requests for Research Engineering Group time should be discussed in advance with Martin O'Reilly (Principal Research Software Engineer), on [moreilly@turing.ac.uk](mailto:moreilly@turing.ac.uk).

## **Can I include a co-investigator on the application?**

The package is not designed to fund co-investigators, and one should not be included on the application.

## **Application process**

### **How do I apply?**

Applicants interested in the AI Fellowships are first required to submit an Outline Proposal. Applicants should apply through the Alan Turing Institute's [Flexigrant](#) application portal. Prior to starting an application, applicants will be required to register with the system.

Applicants must obtain the support of their host organisation at Stage 1 and a letter of intent must be submitted with the Outline Proposal.

Candidates who are successful at Stage 1 will be asked to submit a Full Proposal prior to attending a panel interview.

### **What is the deadline for applications?**

The deadline for application outlines is 23:00 on 29 March 2019 (GMT). For shortlisted candidates, the deadline for the full proposal is 9 June 2019.

The below table outlines the key dates:

<b>Stage 1:</b>	<b>Process</b>	<b>Deadline</b>
<b>Outline Proposal</b>	Applications Open	18 February 2019
	Applications Close	29 March 2019
	Shortlisted candidates notified	26 April 2019
<b>Stage 2: Full proposal</b>	Full Proposal Submission Due	9 June 2019
	Interviews	w/c 15 July 2019
<b>Offer</b>	Offers to successful candidates	w/c 22 July

### What documentation will I be required to submit?

Please find below a summary of what documentation will be required at each stage of the application process.

<b>Stage 1: Outline Proposal</b>	<b>Max sides of A4</b>	<b>Stage 2: Full Proposal</b>	<b>Max sides of A4</b>
Applicant CV	2	Case for Support	8
List of relevant research outputs (publications, software outputs, datasets)	1	Letter of Support from host organisation	2
Case for Support	4	Letter(s) of Support from confirmed research partners (optional)	2
Additional references related to the proposal	1		
Letter of intent from host organisation	1	Project Work Plan	2
Indicative costings (through the Flexigrant system)		Pathways to Impact Statement	2
		Full financial expenditure breakdown (through the Flexigrant system)	
		Justification of Resources	2
		Two references (candidates will be asked to invite referees through the Flexigrant system)	

### Application guidance – Outline Proposal

#### Letter of Intent from Host Organisation

Please see guidance in 'Host Organisations' section

#### Applicant CV

Your CV should outline your educational and employment history. Please include details of any gaps in your career. Please also include details of relevant training and professional development activities undertaken as well as any prizes or awards, membership of any

professional bodies and any funding previously or currently held. You do not need to include contact details or details of referees.

### **List of research outputs**

Please provide a list of relevant research outputs (publications, software outputs, datasets) You may wish to highlight those most significant to your application.

### **Case for Support**

As part of the case for support you should address each of the criteria outlined in the call documentation.

### **Additional references**

Please upload details of any references highlighted in your case for support. You may upload up to 1 side of A4.

### **Additional notes:**

#### *Applicant track record*

Outline your professional experience and demonstrate how you feel your academic track record makes you suitable for this Fellowship. Demonstrate how the Fellowship would support your own professional development and future career plans. If relevant, please include details of any existing Fellowships you hold (including its FTE) and how this award would enhance your existing research.

### **Application guidance – Full submission**

Guidelines for Stage 2: full application submission will be made available to successful candidates

### **How can I request adjustments to the application process?**

We will make reasonable adjustments for applicants who have a disability, to remove any substantial barriers their disability presents to their application, including to the assessment process. We encourage candidates to let us know about any reasonable adjustments they may require. You may already know what you would like to request, or you may like to have a general discussion of your options.

To discuss an adjustment to the application process please contact our team directly at [fellowship@turing.ac.uk](mailto:fellowship@turing.ac.uk) or on +44 (0)20 3862 3345. There is also a section on the application form where applicants may make us aware of individual circumstances.

Under the Equality Act 2010, a person is considered to have a disability 'if they have a physical or mental impairment, and the impairment has a **substantial** and **long-term** adverse effect on his or her ability to carry out normal day-to-day activities'.

We will treat any information you disclose to us as sensitive and will handle it in line with the Data Protection Act 2018.

There are a number of opportunities to raise specific requirements:

- **In your application form**

If there is information relevant to your application that we may need to consider when

facilitating the peer review of your application please contact us to discuss. You can also include information in your application form. This information will not be shared with the panel peer reviewers. However, it is the applicant's responsibility to inform us of any personal circumstances which should be brought to the attention of the Turing or the panel.

- **In your invite to interview**

If invited to interview, there is the opportunity to request adjustments, even if it was previously highlighted in the proposal or the proposal cover letter. If personal circumstances change, applicants should inform Turing at the earliest opportunity.

- **When asked to sit on a panel**

Please contact us to inform them of any personal circumstances that may be relevant so that they can provide the necessary support.

- **When you are a reviewer**

Contact the [fellowship@turing.ac.uk](mailto:fellowship@turing.ac.uk) to discuss the possibility of any mitigations, such as additional time to complete the review.

You can find out more information about how to handle your personal data in our Transparency Notice which is available on our website and application form. Information will only be used to arrange reasonable adjustments and will not be used to assess your application.

## **How will diversity be monitored?**

All applicants will have the option of completing a monitoring form as part of the application. This will allow The Alan Turing Institute to report on its equality and diversity aims. The completion of this form is voluntary, but the information it contains helps us to better understand the composition of our organisation and examine our practices fully. The information you provide will be kept confidentially in line with our Transparency Notice and will not be used by us to make any unlawful decisions affecting you during the recruitment process. If you indicate a disability on this form, a member of our recruitment team may contact you to discuss reasonable adjustments we are able to offer. All personal information will be treated in accordance with the principles of the Data Protection Act (2018), and the data used for statistical monitoring will be anonymised and published in a way that does not allow individuals to be identified.

## **Assessment process**

### **What is the assessment process?**

#### **Stage 1: Outline Proposal**

Outline proposals will be assessed by a shortlisting panel comprised of leaders in AI drawn from a broad range of academic disciplines.

Successful applications will be invited to Stage 2. All applicants will receive feedback following the completion of Stage 1 and applicants progressed to Stage 2 are encouraged to consider the feedback when preparing their full proposal.

#### **Stage 2: Full proposal**

Applicants who are successful at Stage 1 will be invited to prepare and submit a Full Proposal. Full Proposal applications will be sent out for expert peer review. All shortlisted candidates will be invited to an interview at the Turing.

The interview will involve a 10-minute presentation from the candidate on their application, which will then be followed by a 30 minutes of questions from the interview panel. Full details of the interview process including the format of the presentation will be sent to candidates selected for Stage 2.

## **How will my application be assessed?**

Fellowship applications will need to meet the eligibility and assessment criteria and personal specification set out in the in the call documentation.

## **Who will sit on panels?**

Throughout the assessment process panels will be constructed to ensure a fair and transparent assessment process.

Panels will be composed under the following guidelines:

- Panel members will be made up of independent internationally recognised leaders in AI which the Government's Office for AI and UKRI will help to identify;
- Shortlisting and interview panels will contain individuals representing a wide range of disciplines within the remit of the call. Peer Reviewers will be recruited from a broad range of disciplines and allocated according to specialism;
- Shortlisting and interview panels will not contain any individuals employed by the Turing. Peer Reviewers may be Turing Fellows if they are appropriately expert in the project proposal field;
- Applications will not be reviewed by individuals employed by the host institution of the applicant;
- All panel members will be asked to declare any conflict of interest.