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| **NUPAcT Application**  **SUMMARY COVER SHEET GUIDANCE NOTES** |
| All applicants must complete the summary cover sheet template in full and submit this with your application as an ‘additional document’. Your summary cover sheet will be the only document seen at the initial anonymous longlisting stage. Please read the guidelines below before completing the template.  Full details on the application process please see candidate briefing pack.  [Frequently Asked Questions here.](https://www.ncl.ac.uk/nuact/frequently-asked-questions/)  **Contact:** [**nuact.admin@newcastle.ac.uk**](mailto:%22Newcastle%20University%20Academic%20Track%22%20%3cnuact.admin@newcastle.ac.uk%3e)  **Important information**   * **Use the template provided and keep it concise by adhering to the word count in each section** * **Minimum font size of 11pt and don’t adjust the margins** * **Maximum 4 pages** * **Please do NOT include any information in addition to the questions provided** * **Please do NOT include your name or current place of work – the longlisting stage is anonymous** |
| **1. Year PhD Awarded (or equivalent qualification) for Fellowship level Applications**  Please let us know what year your PhD (or equivalent qualification) was awarded. Applicants are expected to have completed and hold a relevant PhD, although we recognise that equivalent experience may suffice in some disciplines. If you do not hold a PhD but have an equivalent qualification or experience, please provide details under the section ‘CV Highlights’.  **2. Title of research proposal** (150 characters max. including spaces)  **3. Lay summary of research proposal** (2000 characters max. including spaces)  Provide an overview of your research proposal in non-technical terms to make it easily understandable for non-experts. We seek candidates who are a good fit with the research area and can inspire and engage others with their research. Your summary should address the following:   * Research questions: What are the main questions your research aims to answer? * Methods: What methods will you use to conduct your research? * Context and impact: What is the broader context of your research, and what are its potential importance and impacts?   Keep your summary concise and clear with all references included within the word limit.  **4. Career highlights, motivation and justification of position level (1000 characters max. including spaces)**  Please list relevant, notable career highlights, including publications, awards, collaborations, leadership and citizenship.   * **Career highlights:** Provide a brief overview of your most significant career achievements. * **Key contributions:** Describe your notable publications, awards, collaborations, leadership roles, and contributions to academic and citizenship, emphasising their significance. * **Motivation & career advancement:** Explain your motivation for applying and how this role aligns with and will enhance your career goals**.**   Please note that Newcastle University is a signatory to [DORA](https://sfdora.org/read/) (Declaration on Research Assessment) and we do not rely on journal impact factors as a measure of quality of research. Our policy statement on Responsible Research Metrics can be found [here](https://www.ncl.ac.uk/research/researchgovernance/research-metrics/).  **5. Contribution to the research area and the school or research institute at Newcastle University** **(1000 characters max. including spaces)**  Please explain how your research fits with, potentially complements or furthers and enhances activity that is already being carried out at Newcastle University within the school or institute and thematic area you see yourself aligning with.  **6. Teaching statement (1000 characters max. including spaces):** Outline your teaching philosophy and how you envision contributing to undergraduate and postgraduate teaching programmes. While teaching contributions are expected later in your fellowship, we welcome an aptitude for and enthusiasm toward teaching.  **7. Commitment to equality, diversity & inclusion (EDI) and positive research culture (1000 characters max. including spaces)**  Describe how you have contributed to the wider research community and how will you contribute to Newcastle University’s work on building a more [positive research culture](https://www.ncl.ac.uk/research/culture/).  In this section explain how you will contribute positively to our workplace culture and [EDI strategy](https://www.ncl.ac.uk/edi/). It would be helpful to include examples of previous relevant activity if you can. We are looking for candidates who can demonstrate a genuine interest and commitment to becoming strong advocates and role models, and who can be proactive in helping us to develop a welcoming, supportive and inclusive environment at all levels within the University.  **8. Contextual information: Supporting your research journey (Maximum 1000 characters including spaces)** Please detail any circumstances which may have affected your progression as a researcher, for example: career breaks, periods of part-time working, illness, volunteering, time working in different sectors, or the impact of Covid, which you would like the panel to be aware of. |