

Postdoctoral Fellowship schemes 2018/19 – School of Archaeology

Guidance for potential applicants

The School of Archaeology welcomes interest from Postdoctoral Fellowship applicants both within and outside Oxford. If you are interested in making an application, the first step is to seek a mentor or sponsor who is an academic member of the School. **You must have the agreement of both the mentor and the School in order to make an application.**

It is strongly recommended that you contact the School in good time (**8–10 weeks before funder deadline**) if you wish to make an application to a particular scheme or schemes.

Step 1. Obtaining support from the School

Regardless of any Scheme-specific requirements, in order for the School to consider whether the application is one that they will support, all prospective applicants must initially provide (to laura.morley@arch.ox.ac.uk) the following information **no later than 6 weeks before the funder deadline**:

1. a CV
2. a summary of the intended project (1–2 A4 pages maximum)
3. details of the funding scheme (or a link to the online details)
4. a brief statement of support from the mentor, indicating the relevance of the research to the broader interests of the School and their support of the proposal and applicant
5. A list of what is required from the host institution BOTH at application stage (e.g. letters of support and their deadlines) AND within the project (e.g. scientific analyses/facilities/space/supervision)

The proposal will be considered at this stage by the relevant body within the School. All applications will be assessed on academic merit, the viability of the proposed research project, the extent to which the work fits with existing interests of the research cluster, and the extent to which the research fits within the interests of the School. The School will also consider its research priorities and resource or space implications when reaching a decision. Please note that it may not be possible to support all applications.

Step 2. Completing the application

The School's Finance Officer (stephen.hick@arch.ox.ac.uk) will assist in completing the financial information for your application, and you must contact him about this as soon as possible, before you begin preparing the budget.

If your project involves undertaking scientific analyses through any of the School's or University's facilities, you will also need to contact the relevant staff prior to submitting the application, to confirm that the necessary time and resources will be available to undertake the analyses within the project's timeframe. Please contact us if you require details of the relevant staff to contact about this.

All external funding applications require the support and approval of both the School and the University's Research Services Office (RSO). Therefore, internal deadlines for **completion** of the funding body's application forms for final approval by the School are usually **at least two weeks earlier than the funder deadline**.

We strongly recommend that you engage your mentor in the application process. You should also visit the relevant section of the funding body's website and regularly check it for any changes to the scheme or the funding rules.

Should you have any queries about any of this, please contact laura.morley@arch.ox.ac.uk.