**Annex 1 - Checklist for Humanities John Fell Fund applications**

|  |  |  |
| --- | --- | --- |
| **Check-points** | **Yes/No?** | **Notes** |
| Have you obtained the Faculty’s support? |  | All applications require your Faculty’s approval before they can be submitted to the Division. Please check internal deadlines with your Research Facilitator and/or the Head of Administration and Finance (HAF) and make sure you submit the application via [IRAMS](https://irams.ox.ac.uk/LandingPage/LandingPage) a few days before the submission deadline.  |
| PI eligibility |  | Check the Humanities Guidance notes. Follow the link for more info about eligibility: [John Fell Fund FAQs | Research Support (ox.ac.uk)](https://researchsupport.admin.ox.ac.uk/funding/internal/jff/notes/faqs#collapse410016) |
| Start date |  | 3 months after the application submission date. |
| End date |  | The end date must be before the end date of the main applicant’s contract, if applicable. Please also allow time to process all expenses once your actual project has ended - we suggest including a 2 month grace period after completion of the work. |
| Case for support – total number of pages? |  | The case for support must be a maximum of **2 sides** for Small awards OR **4 sides** of A4 for Main awards (11 point font minimum). |
| Curriculum Vitae attached? |  | A one-page CV is required for (a) any applicant or co-applicant who is an early-career researcher, and (b) any named researcher to be employed on the project (but not for any other applicants or co-applicants). If the application involves more than one early-career researcher or more than one named researcher, please add additional CVs as necessary. Each should be a single side of A4. |
| Have you contacted the research facilitator for the salary costs? |  | Your Faculty’s Research Facilitator can provide you with the employment costs for a postdoctoral post, or other staff to be employed. |
| Are your research expenses eligible? |  | Please ensure that salary costs for PI and Co-I(s) are not included, as these are not eligible. For more info about non-eligible costs: [Notes for applicants | Research Support (ox.ac.uk)](https://researchsupport.admin.ox.ac.uk/funding/internal/jff/notes#collapse392736) |
| Do you need an Ethical review? |  | If your project requires ethical review, you must obtain a CUREC number before your project can start. If you have a CUREC number approved for this project already, please provide it on the relevant section of the application form. For further information see the [CUREC webpages](https://researchsupport.admin.ox.ac.uk/governance/ethics). |
| Does the project have digital elements?Have you included FigShare costs? |  | For more info about the Sustainable Digital Scholarship Service (SDS) and FigShare costs, please see: [What is the Sustainable Digital Scholarship Service? Sustainable Digital Scholarship (ox.ac.uk)](https://www.sds.ox.ac.uk/sustainable-digital-scholarship#collapse2630321) |
| Finally: Have you emailed the Faculty’s HAF to let them know your application is submitted and requires Faculty’s approval? |  | Please make sure you submit leaving enough time before the deadline for the Faculty approval process.  |