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General FAQs for the scheme

What does the National Assembly for Wales do?
The National Assembly for Wales is the democratically elected body that represents the interests of Wales and its people, makes laws for Wales, agrees Welsh taxes and holds the Welsh Government to account. For more information see the Assembly's website.
What is Senedd Research?
Senedd Research is part of the National Assembly for Wales based in Tŷ Hywel, Cardiff Bay. We are completely independent of the Welsh Government.

We are an expert, impartial and confidential research, analysis and information service designed to meet the needs of all 60 Assembly Members and their staff. We have substantial knowledge of policy in Wales and an unrivalled expertise in understanding the information needs of Assembly Members.

For more information about Senedd Research, please see this [guide](#).

What does being a Fellow entail?
An academic fellow will work alongside staff employed by the Assembly’s Senedd Research to help improve the quality of research and briefing that the service provides to Assembly Members. In a few cases a Fellow may be working alongside another service area on a project related to the operation/procedures of the Assembly. For further information see the [Guidance Notes](#).

Can I submit more than one application?
Yes. You can apply for more than one of the projects in the Directed Call, as well as submitting more than one application for the Open Call.

Is there a limit to how many applications can be submitted by one university?
There is no limit on the number of applications that individual institutions can put forward for the scheme. Individual institutions are responsible for deciding how many Fellowship applications they wish to support. Universities should be comfortable with the total level of support in the event that all applications from one institution are successful.

When can the Fellowship start?
It is expected that the Fellow can start from May 2020 onwards. Exact start dates will be agreed in advance between Senedd Research and the Fellow. The Fellow should also ensure that agreed start dates are acceptable to their university department.

It is expected that the Fellowship starts no later than six months after their application has been accepted.

It is important that the timescale for the project also takes into account the needs of the Assembly.
How long can a Fellowship be for?
There is no restriction on the duration of a Fellowship and it is expected that the duration will be decided on a case-by-case basis following agreement between the academic, the academic institution and the relevant Research team as part of the application process. However, there would generally be an expectation that fellowships would be a minimum of one month in duration and not exceed one year.
As a guide, previous Fellows have mostly worked on their Fellowships for between 3-6 months each, on a part-time basis.

It is important that the timescale for the project also takes into account the needs of the Assembly.

Is the working pattern flexible? Can the Fellowship be undertaken part time or remotely outside Cardiff?
We are keen to encourage applicants from all over the UK, including those based at institutions outside of Wales.

We anticipate that the Fellow will spend time at the National Assembly for Wales in Cardiff, but how much time and when will be discussed and agreed with the successful applicant and their academic institution.

To fit in with existing academic commitments, we expect that Fellows will normally undertake a Fellowship for the Assembly on a part-time basis. As a guide, previous Fellows have mostly worked on their Fellowships for between 3-6 months each, on a part-time basis.

It is important that the timescale for the project also takes into account the needs of the Assembly.

How much time commitment will the Fellowship require?
There is flexibility about the time commitment that each Fellowship will involve.

The time commitment of each Fellowship will be decided on a case-by-case basis following agreement between the academic, the academic institution and the relevant Research team as part of the application process.

Applicants are advised to state whether there are any restrictions on the time that they are able/willing to commit to the projects in their application e.g. for teaching commitments.

Applicants are strongly advised to attend the Induction Day. This will be held at the National Assembly for Wales on the 22nd April 2020. Travel and subsistence costs will be covered by the National Assembly for Wales.
**Will security clearance be required?**
Some Fellows may need to spend time based at the National Assembly for Wales during the Fellowship and will require to undergo security vetting. However, this will be decided on a case-by-case basis depending on the nature of the work. It is expected that the majority of Fellows will **not** require security clearance.

Security clearance can take up to three months, so if required this will need to factor into discussions around start date.

**How are Fellowships funded?**
It is expected that Fellows will normally be funded through their own institutions, either through existing impact funding or through an agreed allocation of their own research time. Undertaking an Academic Fellowship with the Assembly is beneficial for you as it provides an opportunity to demonstrate that your research is impacting directly on policy, law making and scrutiny in Wales.

In exceptional circumstances we are willing to discuss funding options where university funding is not available. There is scope for the National Assembly for Wales to provide small amounts of match-funding. However, it must be noted that this is a small budget. Applicants should indicate the amount of funding required on the application form. It is up to the Fellow and their academic institution to set out the basis upon which their costs are determined. Your application will be initially assessed regardless of the availability of funding. If your application is considered to be one that could proceed but full funding is not available from your institution, then we will discuss funding options with you at that point.

**What costs will be covered?**
The funding body/mechanism that will cover the costs of your Fellowship is responsible for deciding what costs and amounts are funded. Applicants should negotiate and confirm with their university before submitting an application.

The National Assembly for Wales will cover travel and subsistence costs to attend the Induction Day on the 22nd April 2020. Please keep all travel receipts – the expense claim process will be explained at the Induction Day.

**Who owns the material produced?**
You will retain ownership of the intellectual property rights in material you create through and specifically for the Fellowship. However the Fellowship Agreement will require you to grant to the Assembly a licence to use the material you create.

Senedd Research staff will hold regular discussions with Fellows on the progress of delivering the outputs agreed as part of the Fellowship. Fellows will receive information about the style and format required for these outputs. They will be required to submit drafts for comment. Senedd Research staff will have final
editorial decision over any outputs that are to be produced as a result of the Fellowship.

What will be published?
All outputs, including research briefings, will be published, either during or on completion of the Fellowship.

There will be some restrictions for the publication of material from the Fellowship, apart from those that are agreed upon as part of the scheme - these restrictions will be explained in full in the Fellowship Agreement made between the Assembly, the university and the successful Fellow. They include submitting work to the Assembly for comment and approval prior to its publication.

With regards to press releases, publicity or any other promotional material, neither party can use the other's name, logo, trademark or branding or the name of any employee without first obtaining written consent of that party.

What paperwork should be submitted in addition to the application form?
In addition to the application form a 2 page CV and a sample of writing for a non-academic audience should be submitted. The writing sample can be sent as an attached document or as a URL to a writing sample published online, but in both cases the total word count should be between 500-1500 words. All documents should be sent to Graham Winter at graham.winter@assembly.wales.
General FAQs regarding the Open Call specifically

Is it possible to run by some ideas for the Open Call projects with someone before submitting an application?
The ‘Open Call’ is an opportunity for you to persuade us that we need the research you are proposing. We are keen to keep the process open and transparent, therefore, we are not able to discuss submissions with applicants in advance of the deadline.

How do I know if my project is relevant to the National Assembly for Wales?
We would encourage all applicants to think carefully about the particular added-value that their project would bring to the National Assembly for Wales and what Assembly Members will gain from their proposal.

Here are some examples to think about when considering how your proposed research may bring added value:

- Does/will your proposal to a piece of existing or proposed legislation? Find out the details of all legislation being considered by the Assembly [here](#).
- Does your proposal link to a devolved policy area? If not, why should this be an issue of concern to Assembly Members?
- Has the subject of your proposal been debated previously at the Assembly? Find out more by searching the Assembly’s [Record of Proceedings](#).
- Does your proposal relate to an issue that might be the subject of a future Assembly Committee inquiry? Find out what the Assembly Committees are interested in by looking at their [dedicated webpages](#).
- Does your proposal link to a constituency issue?
- Does your proposal relate to a particular function performed by the Assembly, or an activity that it does as part of its role?
- Does your proposal compare a policy approach in Wales with other parts of the UK?
- Will your proposal help the Assembly Commission to prepare for the Sixth Senedd to be elected in May 2021?