**Guidance and Support with completing the Future Fellowship Stage 1 Proforma**

There are plenty of resources available online which can assist you with writing a strong application; however, we thought it would be useful to provide you with some handy hints and tips on what information we would expect to see in your application.

The first stage of the application process is about getting to know you and your research interests and future ambitions. This is about making a good first impression about what you want to accomplish and how you aspire to become an independent leader.

Remember, the Futures Fellows Scheme is aimed at supporting your journey as an early career academic to become an independent leader and an expert in your chosen field.

The first few sections in the application form ask about ‘*Theme preference*’ and ‘*School option*’; DO NOT worry if you are unsure or undecided about how your research best fits into one or more of the College Future Themes and/or School this can ‘be discussed’ at a later stage. The important factor is making sure that you have provided sufficient information for the reader to identify where you may best fit.

**Points to consider before submitting your application:**

* **Think about your audience:** Make sure you present a clear sense of purpose and direction of your research. You want to leave the reader interested, excited and wanting to find out more about your ideas and also about you. Ask a critical friend to review and comment on your application this can often help.
* **Consider all sections of the application:** Several sections of the application have a maximum word count, so every word does need to count! Don’t waste words or repeat what you have already included in your CV.
* **Research career to date:** provide a summary of your career to date, highlight major points of your research and techniques; explain why this work is important, where you have worked and your association with targeted collaborators.
* **Research aspirations:** provide details on what you ultimately want to achieve, who would you like to work with and how can the UofG help with this. If you are successful to progress to Stage 2 you will then be provided with an opportunity to discuss your plans with appropriate College/School representatives to develop and expand your plans further.

These two sections are to get a better understanding of your ambitions and aspirations and how the fellowship can support you with this.

Think about how you are going to pitch your ideas and convince the reader. Think about key words which best describes your research, method and design making your application stand out. It’s important to provide concise information making sure what you are proposing comes across to the reader.

* You are also required to submit a 2-page CV so make sure that you document your strengths, achievements, and career trajectory.
* **Sell yourself:** It is valuable to be able to demonstrate how you aim to enhance your track record, expertise, and knowledge. It is important to remember that a decision is based on the content of your application.
* **Final Thoughts:** Your application should leave a positive first impression with the reader feeling in no doubt that you are ready to progress and a good fit to be part of the College/School.

***All the very best and Good Luck with your application.***