

**SeNSS POST-DOCTORAL FELLOWSHIP COMPETITION:**

**GUIDANCE NOTES FOR REFEREES OCTOBER 2022**

1. **INTRODUCTION**

SeNSS offer at least six ESRC-funded Post-Doctoral Fellowships (PDF) each academic year.

As the referee for a PDF applicant, you will be asked to complete a form, using HEIapply, the online application management platform SeNSS uses to run its competitions. The deadline for doing so is **4.00pm GMT on 23 March 2023**, otherwise the applicant will not be considered for a PDF award.

Further information on this competition is available on the [SeNSS website](https://senss-dtp.ac.uk/senss-postdoctoral-fellowships).

1. **WHO IS ELIGIBLE TO BE A REFEREE**?

* You must be a senior academic.
* You may act as a referee if you are, or have been, the applicant’s PhD supervisor. However, you cannot act as a referee if you will be the PDF’s primary mentor.

1. **WHAT DOES A REFEREE NEED TO DO?**

* You will receive an automated email from HEIapply, asking you to provide a reference for the applicant. If you don’t receive an email in your inbox, please check your junk/spam box, as it may be delivered there.
* Please click on the link provided in the email and fill out a very brief form, providing your personal details.
* Upload your reference as a .**pdf file**. It must be a **maximum of one side of A4 paper**, written in a **minimum of font size 11**.

**Please address the following points in your reference**:

* Provide your assessment of the applicant’s abilities;
* State whether, in your view, the applicant’s planned output of the programme of activities is appropriate;
* Comment on what the significance and feasibility of the applicant ‘s proposed programme of activities is, in your view; and,
* Comment on whether, in your view, the programme proposed will support the applicant’s long-term career goals.

1. **WHO TO CONTACT IF YOU NEED ASSISTANCE**

If you experience any difficulties accessing or using HEIapply, please contact the SeNSS Co-ordinator for advice at [admin@senss-dtp.ac.uk](mailto:admin@senss-dtp.ac.uk).