1. INTRODUCTION
SeNSS offers at least six ESRC-funded Post-Doctoral Fellowships each academic year.

As the Head of a Department in which a PDF applicant is seeking to be based, you will be asked to complete a form, using HEIapply, the online application management platform SeNSS uses to run its competitions, which includes writing your statement in support of the applicant.

You will receive an email from senss@heiapply.com (please check your junk/spam folders), which contains a single use link for doing this task on HEIapply. We strongly recommend that you write up your statement using Word (or equivalent), and then cut and paste this into HEIapply using the link provided.

The deadline for completing this task is 16.00 GMT on 23 March 2022, otherwise the applicant will not be considered for an award.

2. WHAT IS REQUIRED OF HEADS OF DEPARTMENTS?

2.1. To give certain guarantees
As the HoD at the applicant’s proposed home institution, you are required confirm your institution’s support for the applicant, guaranteeing, at a minimum, that:
- The primary mentor will be available to mentor this applicant; and,
- Appropriate support facilities, including office space and appropriate computing facilities, will be made available to the applicant during the period of the award.

2.2. To provide confirmation or evidence in support of the PDF applicant
In your supporting statement, please:
- Confirm that the applicant would be accepted into your department for the purpose of undertaking the proposed programme of work;
- Explain how the applicant’s proposed programme of work would fit in with your department’s wider research programme;
- Confirm that the applicant would have access to the same training and development opportunities open to permanent members of academic staff at your home institution;
- Confirm that the applicant’s work and progress would be subject to the same monitoring and appraisal as those of other academic staff within your home institution; and,
- Show that your home institution is committed to supporting and promoting early career researchers and lecturers.
3. **HOW DO I SUBMIT MY SUPPORTING STATEMENT?**

- You will receive an automated email from HEIapply ([senss@heiapply.com](mailto:senss@heiapply.com)), asking you to provide a supporting statement 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 the form as instructed. However, please note that this is a **single-use link**, so please only use once you have drafted your statement using Word (or equivalent) and are satisfied with that statement.
- On the HEIapply platform, you will be asked to provide:
  - Your details, and confirm the points set out above; and
  - A supporting statement for the applicant, which must not exceed one side of A4 paper when written in a minimum of font size 11. This limit is set by the ESRC, and SeNSS cannot change it. As noted, we suggest that you draft your statement using Word (or equivalent) and, once you are content with it, cut and paste it into the form on HEIapply.

4. **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).