

## APPLICATION TIMETABLE

### BA PDF Scheme: Humanities Division timetable for October 2018 applicants (as at June 2018)<sup>1</sup>

Please note: As the British Academy will only confirm their deadline in the summer (probably mid-August), all internal milestones/deadlines indicated here are approximate only. Once the BA deadline has been confirmed, this timetable will be updated.

<u>Outline Stage</u>	
Trinity term 2018	<ul style="list-style-type: none"> <li>• Develop an idea for a project you would like to complete during a three year Fellowship (or create a shortlist from which to choose).</li> <li>• Identify and approach a potential mentor in your chosen Faculty.</li> <li>• Sketch out a project proposal, with the BA application requirements squarely in mind.</li> <li>• Identify needs/aspirations to enhance your CV and set realistic objectives based on these.</li> <li>• Identify any need for preliminary research or other action (seeking advice from others in the field, attending conferences, completing further reading) that will improve/inform the final project proposal; consider how you might change the project design to mitigate any potential limitations.</li> </ul>
<b>End of Trinity term 2018/summer</b>	<p><b>Internal Faculty deadlines for receipt of initial application materials</b></p> <p>Submit the Expression of interest form to your relevant faculty by the specified deadlines; please look out for an email to the relevant Faculty lists.</p>
Summer 2018	<p>Once you have received approval from your mentor and Faculty to proceed:</p> <ul style="list-style-type: none"> <li>• Register with Flexi-Grant.</li> <li>• Plan your project in depth and re-draft the core application, circulate to colleagues (including mentor and supervisor) for comment.</li> <li>• Contact referees – are they happy to act as a referee in September/early October? What advice do they have?</li> </ul>
August 2018	<p>British Academy makes available online application form</p> <ul style="list-style-type: none"> <li>• Complete a full draft of the online form.</li> </ul>
<b>End of August/1st week in September</b>	<ul style="list-style-type: none"> <li>• One-day workshop for approved applicants on September 5, 2018 (Humanities Division, ROQ, seminar room, 3<sup>rd</sup> floor) – you will receive an invite to register in late August</li> <li>• Drop-in sessions for applicants: <ul style="list-style-type: none"> <li>○ Sept 17-21; you will receive an invite to register in late August</li> <li>○ All sessions will be held in the Humanities Division, ROQ, meeting room 4 (first floor, to the left of reception)</li> </ul> </li> </ul>
<b>12 September 2018</b>	<p>Internal deadline for full draft to be sent to <a href="mailto:Bapostdocs@humanities.ox.ac.uk">Bapostdocs@humanities.ox.ac.uk</a> for your Research Facilitator's feedback.</p>

<sup>1</sup> The History Faculty has its own process and timetable, contact [rdo@history.ox.ac.uk](mailto:rdo@history.ox.ac.uk) for details. If you will be applying through Social Sciences, contact the relevant Departmental Administrator.

End September 2018	<p><b>University deadline for submission of application form online</b></p> <p>It is your responsibility to press submit on the online form!</p>
Early October 2018	<p><b>British Academy application deadline</b></p> <p><b>British Academy deadline for submission of references</b> (about a week after the application deadline)</p> <ul style="list-style-type: none"> <li>• Applicants are responsible for ensuring that references are submitted on time and that referees are aware of the deadlines and how to submit the reference.</li> <li>• Once you have submitted the application, you can check the progress of your application on e-GAP2 (completion of references, submission to the Academy by the University; progress of the assessment).</li> </ul>
October-December 2018	<p>Continue to work towards your research objectives set in Trinity term (e.g. submit paper for publication); identify needs and update those objectives. Start to think about what your example of written work submission will be (maximum 35 pages in length) if you are invited to the second stage.</p>
End January 2019	<p>Results of outline stage; invitations to proceed to the second round</p> <p>Applicants accept/ decline invitations online and inform their Research Facilitator.</p>
<b>Second Stage</b>	
February 2019	<ul style="list-style-type: none"> <li>• Choose and upload example of written work, in consultation with your mentor, other colleagues and Research Facilitator.</li> <li>• Update application with any new information (viva result; new publications, etc).</li> <li>• Decide how you would want to use the £6,000 research expenses</li> <li>• Approach a College to agree an association with them in principle.</li> </ul> <p>Note: Your Research Facilitator will produce a budget for your application at this stage</p>
Late February 2019	<p><b>Internal deadline for submission online of 2nd stage application and example of written work</b></p>
Early March 2019	<p><b>British Academy second stage deadline</b></p> <p>Note: The relevant Faculty Board Chair will also produce a Head of Department supporting statement for your application, to be submitted to the Academy at this time.</p>
End of May 2019	<p>Final results announced</p>
<b>Award Stage</b>	
September 2019 – 1 January 2020	<p>Fellowships begin!</p>

If you have queries please email [BApostdocs@Humanities.ox.ac.uk](mailto:BApostdocs@Humanities.ox.ac.uk) and we will be happy to advise you.