EDI+ Fellowship Programme Application Form - Non Academic

Start of Block: Before you start

**EDI+ Fellowship Programme Application Form Non-Academic**
Please complete this Application Form if you wish to apply for a place on the EDI+ Fellowship Programme. Please refer to the Information Sheet and Privacy Notice (links found below) before completing this form.

 Applications close on 17th June at 23:59.
 An information webinar will be held on: 3rd June at 12:00-13:00pm.

All applicants will be notified of the outcome by the end of July 2024. If you have any questions or would like to update anything within your application, please contact ediplus@durham.ac.uk.

 Please refer to the following links:

 Information Sheet for Fellows
 Information Sheet for Organisations
 Privacy Notice

The application form is comprised of 3 parts:

* Part 1 contains information about you and your organisation and will be used to contact you about the Fellowship Programme and application process.
* Part 2 contains questions that will be used for shortlisting and selection.
* Part 3 collects information to help us evaluate the programme and to monitor equality, diversity, and inclusion.

**The information in Parts 1 and 3 will not be used as part of the shortlisting and selection process.**

Please note that you can leave the application and return to complete it at a later time. PDF and Word versions of the application form are available on the EDI+ Website for accessibility, information, and practice.

End of Block: Before you start

Start of Block: Eligibility

PART 1
The information in Part 1 will be used to contact you about the application process and for running and evaluating the Fellowship Programme. **It will not be used as part of the shortlisting and selection criteria.**

Part 1 consists of three sections:

* Confirmation of eligibility to participate in the Fellowship Programme.
* Your contact information.
* Information about the organisation you work for.

**Eligibility**

Please read through the eligibility questions thoroughly and check each box to show that you agree to each statement. If you cannot confirm each statement, please contact us at ediplus@durham.ac.uk to discuss before proceeding further.

Q1 Eligibility Questions

|  |  |
| --- | --- |
|  | Click to Confirm (1) |
| I confirm that I work in an organisation which carries out research and/or innovation, generating new thinking in the Energy Sector. (1)  |  |
| I confirm that I live in the UK and am based in the UK for work. (2)  |  |

End of Block: Eligibility

Start of Block: About You

Part 1 - About You
These questions are to gather your basic contact details to contact you about the application process, and for running and evaluating the Fellowship Programme. **They will not be used as part of the shortlisting or selection process.** Please ensure that you add an email address that you check regularly.

Q2 Preferred Title (e.g. Mr, Ms, Mx, Dr, Prof)

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Q3 First Name

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Q4 Last Name

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Q5 If you have preferred pronouns and are happy to share them with us, please do so here (optional)

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Q6 Your email address (please use your work email address if you have one)

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Q7 Confirm your email address

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End of Block: About You

Start of Block: About the organisation you work for

PART 1
**About the Organisation you work for.**
These questions are about the Organisation you work for. They will be used to help with running and evaluating the Fellowship Programme. **They are not used as part of the shortlisting or selection process.**

You should have discussed the requirements for participation on the Fellowship Programme with your organisation before submitting your application. It is important that they understand the commitment that you will need to make AND that a senior leader will need to make as part of the Reciprocal Mentoring programme.

You must complete and upload a letter of support from your organisation using the template . Part 1 is to be completed by your Research Office and part 2 is to be signed off by a Senior Leader at your organisation (e.g. Head of Department, Director of Research, Pro Vice Chancellor). Please read the following to understand the role of the Reciprocal Mentor:

 EDI+ Website
 Reciprocal Mentoring Requirements

If you work for more than one organisation, please give details of the organisation from which 0.2FTE (i.e. 1 day per week for a full time employee) of your time as a Fellow will be committed to the programme.

Q8 Name of your Organisation

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Q9a Please confirm the following:

|  |  |
| --- | --- |
|  | Click to Confirm (1) |
| I confirm my organisation is happy for me to participate in the Fellowship Programme and that they understand the requirement for a Senior Leader to participate in the Reciprocal Mentoring Programme. (1)  |  |

Q9b Please upload you letter of support here

End of Block: About the organisation you work for

Start of Block: Why you want to be part of the programme

PART 2
**Why you want to be on the Fellowship Programme.**
This part of the application form will be used for shortlisting and selection for the Fellowship Programme.

This is your opportunity to tell us why the Fellowship Programme interests you and what you hope to get out of it.

You can submit your responses to the questions below in a range of formats:

* Written responses (please fill in the text boxes below);
* As a video file;
* As an audio file;
* Or you can upload in an alternative form that you feel would appropriately communicate your response in enough detail to allow us to consider your application.

If you would like to discuss the format of your application before submitting, please email ediplus@durham.ac.uk.

**IMPORTANT: This information will be used during the selection process - please do not include your name or the name of your organisation here. Please also ensure that you only include information that you are happy for the shortlisting panel to see.**

Q10a Why do you want to apply to the Fellowship Programme? (approx. 500 words)

What we want to know here is about you and your motivations:

* What has motivated you to apply for the Fellowship (e.g. having experienced or witness behaviours at work that have troubled you; wanting to be able to investigate a specific aspect of EDI in your organisation in more detail; wanting to be able to try out new approaches that you have encountered in a different context).
* Which community/communities you would like to work with, why, and how you would access them.
* What changes you would like to see and what challenges do you anticipate in making the changes.
* What skills and experience you bring that enable you to undertake this Fellowship and to instigate change in your organisation.
* How you think this Fellowship would help you in your career.

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Q10b What do you consider you have to offer to the programme? (approx. 250 words)

Here you might include:

* Your experience with EDI within your career.
* Your research background and any relevant projects.
* Your approach to making new contacts and changing your way of working.
* Your thoughts around how you could handle exploring experiences with EDI, which can take you outside of your comfort zone.
* How you will ensure that you are able to fully engage with the programme, in dedicating the time and space within a busy workload to create new research for the benefit of others?

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Q10c Please outline how your work and contacts will benefit EDI in the wider Energy Sector?

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Q10d If you are already involved in any EDI action, either inside or outside of your organisation (including involvement in advocacy groups), please provide a few details.

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If you wish to upload your application in an alternative file format as explained above, please do so here.

Q11a Would you like to be considered for a bursary to cover 0.2FTE (equivalent of 1 day a week for a full time employee)?

* Yes (1)
* No (2)

Q11b Would you be able to accept a Fellowship offer without a bursary?

* Yes (1)
* No (2)

End of Block: Why you want to be part of the programme

Start of Block: Experience and Networks

PART 3
The information collected in Part 3 of the application form **will not be used as part of the shortlisting or selection process.** This information will only be used for evaluation of the programme and for monitoring equality, diversity, and inclusion on the EDI+ Fellowship Programme. You have the option to select 'prefer not to say' on any of the questions that you would prefer to not answer.

Q12 Please let us know any contextual information that you would like us to know. Here you could include any reasonable adjustments that you might require to help you engage with the programme (e.g. accessibility difficulties, caring responsibilities).

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End of Block: Experience and Networks

Start of Block: Demographic Information

PART 3
**Demographic Information**
This section of the application form collects personal/demographic information about you. **It is not used as part of the shortlisting or selection process.**

Why we need this and what we will use it for:
We are keen to ensure that all parts of the programme are as inclusive and fair as possible. The information below will be used to evaluate the programme and to monitor and refine the programme's policies and practice in relation to equality, diversity, and inclusion. For more information, please read our Privacy Notice. We have referred to standardised sources (e.g. HESA census questions and AdvancedHE) to design this survey. We understand that the given categories may not fully reflect the diversity of possible responses to each question, so feel free to use the self-describe option if you wish. There is also a 'prefer not to say' option for all questions.

Q13 What is the UK postcode of your usual work location (e.g. office or home, whichever is the place you work from most often)?

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Q14 What gender do you identify as?

* Man (1)
* Woman (2)
* Non-binary/genderqueer (3)
* Prefer not to say (4)
* Prefer to self-describe (please enter this in the text box below) (5)

Please complete if you selected 'prefer to self-describe' above.

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Q15 Do you identify as Trans?

* Yes (1)
* No (2)
* Prefer not to say (3)
* Prefer to self-describe (please enter this in the text box below) (4)

 Please complete if you selected 'prefer to self-describe' above.

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Q16 Which of the following best describes your sexual identity/sexual orientation

* Asexual (1)
* Bisexual (2)
* Gay Man (3)
* Gay Woman/Lesbian (4)
* Pansexual (5)
* Queer (6)
* Questioning (7)
* Straight/Heterosexual (8)
* Prefer not to say (9)
* Prefer to self-describe (please enter this in the text box below) (10)

 Please complete if you selected 'prefer to self-describe' above.

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Q17 What is your age (if you prefer not to say, please type that in the box)?

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Q18 How would you describe your ethnicity or ethnic background?

* Arab or Arab British (1)
* Asian - Bangladeshi or Bangladeshi British (2)
* Asian - Chinese or Chinese British (3)
* Asian - Indian or Indian British (4)
* Asian - Pakistani or Pakistani British (5)
* Black - African or African British (6)
* Black - Caribbean or Caribbean British (7)
* Mixed - White or White British and Asian or Asian British (8)
* Mixed - White or White British and Black African or Black African British (9)
* Mixed - White or White British and Black Caribbean or Black Caribbean British (10)
* White - British, English, Scottish, Welsh, or Northern Irish (11)
* White - Gypsy, Irish Traveller or Roma (12)
* White - Irish (13)
* White - Polish (14)
* Prefer not to say (15)
* In another way (please specify in the text box below) (16)

 Please complete if you selected 'in another way' above.

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Q19 Do you consider yourself to be a disabled person (have a disability or long-term condition such as dyslexia, diabetes, arthritis, a heart condition, or a mental health condition?

* Yes (1)
* No (2)
* Don't know (3)
* Prefer not to say (4)

Q20 Do have any caring responsibilities for a child/children or another adult(s)?

* Yes (1)
* No (2)
* Prefer not to say (3)

Q21 What is your religion (if any)?

* No religion/religious belief (1)
* Buddhist (2)
* Christian (3)
* Hindu (4)
* Jewish (5)
* Muslim (6)
* Sikh (7)
* Spiritual (8)
* Prefer not to say (9)
* Prefer to self-describe (please enter in the text box below) (10)

Q22 Please complete if you selected 'prefer to self-describe' above.

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End of Block: Demographic Information

Start of Block: Consents and Agreements

Consents and Agreements.
This part of the application is to confirm that you understand the purposes of the programme, what is involved and that you are happy to take part. All boxes must be agreed in order for your application to be considered for the programme. If you have any questions, please contact ediplus@durham.ac.uk.

Q23 Please read the following statements carefully and tick the box to confirm your agreement to all - this is required in order to participate.

*I have read and understand the* information sheet *and* privacy notice *for the programme.
I have had sufficient time to consider the information and ask any questions I might have, and I am satisfied with the answers I have been given.
I agree to the requirements for taking part of the programme.
I understand that my participation is voluntary and agree to discuss any concerns about commitment with the EDI+ team before withdrawing. I also understand that withdrawal from the programme may require my organisation to pay back any funding on a pro-rata basis.
I understand who will have access to personal data provided, how the data will be stored and what will happen to the data at the end of my time on the programme.
I understand who will have access to special category data provided, how the data will be stored and what will happen to the data at the end of my time on the programme.
I understand that anonymised (i.e. not identifiable) versions of my data may be archived and shared with others for legitimate research purposes.
I consent to being audio recorded / being video recorded / having my photo taken, and understand how recordings / photos will be used in outputs.
I also understand that I will have the opportunity to opt out of being recorded should I feel uncomfortable.
I understand that my words may be quoted in publications, reports, and other research outputs but that my name will never be associated with these.*

 Confirmation and agreement:

|  |  |
| --- | --- |
|  | Click to confirm (1) |
| I have read and agree to all of the above statements. (1)  |  |

End of Block: Consents and Agreements

Start of Block: Information Webinar

Q24 Would you like to be contacted to join the Information Webinar on 3rd June 2024 12:00-13:00pm?

* Yes (1)
* No (2)

End of Block: Information Webinar