

South and East Network for Social Sciences (SENSS)

Post-Doctoral Fellowship Competition:

Guidance Notes for Referees February 2024

1. INTRODUCTION

SENSS offers four 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 16 May 2024**, otherwise the applicant will not be considered for a PDF award.

Further information on this competition is available on the [SENSS website](#).

2. 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.

3. 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.

4. WHO TO CONTACT IF YOU NEED ASSISTANCE

If you experience any difficulties accessing or using HEIapply, please contact the SENSS Coordinator for advice at admin@SENSS-dtp.ac.uk.