

Title	School Policy for Externally Funded Postdoctoral and/Visiting Fellow applications not led by Sussex
Status	Agreed at School Research Committee
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Context and aims:

The School is keen to support applications for external funded fellowships from the School; no

bench fees are incurred and existing systems of approval apply (including for HoS approval if there is a negative financial contribution to the School). We also have established policies in place for Visiting Fellows and Visiting Students, including consistent practice on bench fees. However, recent requests have identified an area that is not covered by existing policy.

ESW staff receive occasional requests to host and provide mentorship for postdoctoral fellows who make external applications to diverse international funders; in these cases, the fellow is directly salaried by the funder (not via Sussex) and the funding application is outside our existing

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1. Bench Fees

- f* If the fellow is not salaried via Sussex, the School will charge bench fees for the duration of the fellowship – currently £1000 per term (or £350 per month) up to £3000 per year – in line with existing policy on Visiting Fellows.
- f* If it is not possible for the prospective fellow to include bench fees in the fellowship application, the host (mentor) can seek approval in advance of the fellowship application being submitted to:
 - f* use their devolved (PA Account) funds to cover bench fees (subject to agreement of HOS);
 - f* draw on Research Centre budget to cover bench fees (subject to agreement from Centre Director and DRAKE in addition to HOS); or
 - f* make a written request to HOS to waive or reduce bench fees if sufficient case can be made for the value of the fellow's contribution to the School (subject to agreement of HOS and DRAKE).

2. Staff time for mentoring

- f* Staff time commitment for mentoring a postdoctoral research fellow would normally;