

ARSaP Applicant Guidance Notes

July 2024

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The following guidance notes accompany the 2024 application form for the At-Risk Scholars and Professionals (ARSaP) scheme to apply for membership at the UK Young Academy. We would recommend you read through the entire document before proceeding with your application. See our website for additional information about the [UK Young Academy](#), as well as information about the [application process](#) and [ARSaP scheme](#).

If you have any further questions about applying or the UK Young Academy in general, please contact enquiries@ukyoungacademy.org.

Completed application forms must be submitted via the [online application portal](#) by no later than 3pm (BST) on Wednesday 9 October 2024.

Email applications will not be considered.

1. About the UK Young Academy

Launched in June 2022, the UK Young Academy is an interdisciplinary organisation of UK-based early-career researchers, innovators and professionals from across society who share a passion to improve our world.

As part of a global initiative of Young Academies, it gives a voice to individuals with ideas, initiative and drive who wish to work together to contribute to national and global decision-making.

2. Applying for ARSaP membership

The ARSaP scheme is a separate application route for membership to the UK Young Academy. It aims to support academics and professionals from marginalised and underrepresented communities to apply for membership at the UK Young Academy, provide skills development, and amplify their voices for positive change.

Run in collaboration with the [Council for At-Risk Academics](#) (Cara), the ARSaP scheme is currently only open to academics who are part of the [Cara network](#). Future plans include engaging with new project partners to expand the initiative to support at-risk individuals across various sectors beyond academia. In the meantime, at-risk applicants working in non-academic fields can apply for

membership through the [general application route](#). At-risk academics within Cara's network are invited to apply for membership through the ARSaP scheme and can read more about eligibility and how to apply on [our website](#).

3. UK Young Academy membership

We are looking for dedicated, driven and dynamic individuals who are committed to collaborating with others from a spectrum of different sectors. Our membership is selected from across the UK, from a variety of diverse backgrounds and with a range of experiences. They will be at the forefront of their field, having demonstrated excellence, leadership skills and creative and innovative thinking. Suggestions for what this may look like in practice can be found in the eligibility criteria section below.

Members will be encouraged to help define the UK Young Academy's activities and contribute to its projects. They will help to build the UK Young Academy's reputation and give it a credible voice on issues that matter. This will include engaging with fellow members and other institutions to understand the key issues facing society and pressing for best practice across the sectors they represent. Members have the opportunity to address challenges faced by their peers, inform national and international policy, and enable positive societal change.

Membership is typically for five years, and there is no membership fee. Travel and accommodation costs will be supported to facilitate participation in UK Young Academy activities for all members and additional support is also available to help cover the costs of childcare.

4. Eligibility criteria

You are an "at-risk" academic and are registered with Cara (Council for At-Risk Academics)

To be eligible for the scheme, you will be an at-risk academic within Cara's network, a collaborating organisation in this initiative.

Non-academic at-risk applicants can apply for membership through the [general application route](#); this includes entrepreneurs, researchers in industry, engineers, professionals in the arts and creative industries, lawyers, teachers, clinicians, along with individuals working in business, charity and new and emerging fields.

You'll have approximately 3-12 years' experience in your field

Those eligible to apply will be in the early stages of their careers. As a guide, members may typically have at least three to twelve years of experience working in their profession or post their highest qualification or degree. We expect to welcome members from their mid-20s to their mid-40s, however this is just a guideline.

We appreciate that career paths can take many twists and turns. If you are early in your career and meet the selection criteria, you will be considered, regardless of age. When reviewing applicants' eligibility, documented career breaks (including parental leave, adoptive leave or extended sick leave) will be taken into consideration, and the 12-year upper limit should be considered to extend as appropriate to account for any breaks in career.

You must reside in the UK

Members will be selected from anywhere in the UK and from all backgrounds. Applicants will typically be UK citizens or live in the UK when you apply for membership, unless you have exceptional circumstances such as if you are a refugee or asylum seeker and are currently residing in the UK.

Applicants who are UK citizens but currently based overseas are eligible to apply. However, you should consider whether you can properly commit to the Young Academy and its activities and aim to demonstrate this throughout your application.

You'll have a track record of excellence

Members will be selected for their career excellence. Perhaps you've made a significant contribution to your field, won awards, or led a team to deliver an important new project. Your commitment and possible contribution to the UK Young Academy will also be important.

We would encourage you to apply, even if you think you might not fit all the eligibility criteria. If you see yourself as early-career and are passionate about our aims, we want to hear from you.

5. The selection process

Applications for membership to UK Young Academy will be reviewed by a selection committee, comprising members from the Young Academy, Fellows and Members from the seven partner academies and early-career and professional sector representatives covering different areas of knowledge, expertise and geography. Applications will be scored using the selection criteria outlined below to select the next cohort.

As part of the selection process, we ask you to submit a short supporting video. This video will give you opportunity to talk about a topic or issue that you are passionate about and why it might make a good project as part of the UK Young Academy's new work programme. The selection committee are looking for you to demonstrate your enthusiasm and interest, as well as your ability to communicate a topic of interest succinctly within the limit of a 3-minute video.

If you are unable or uncomfortable to complete the video as part of your submission, we do offer alternatives for this part, as well as the rest of the application process. Please contact us via enquiries@ukyoungacademy.org to discuss how we can best support you in your application.

Timeline for the selection process:

9 October 2024	Deadline for applications
October 2024 – late February 2025	Review of applications by the selection committee
Spring 2025	Applicants will be contacted about application outcome

6. Selection criteria

The application form consists of three main sections that cover an applicant's:

- i. **Career history** (Section 1 and throughout, 50% of score)
 - Demonstrated excellence in career and professional achievement.
 - Note this will be viewed as a threshold criterion.
- ii. **Personal statement** (Section 2, 25% of score)
 - Demonstrated evidence or capacity for leadership.
 - Involvement or enthusiasm for innovation and entrepreneurial activity; interdisciplinary working; participation in international collaboration.
- iii. **Vision and commitment to the UK Young Academy** (Section 3, 25% of score)
 - Demonstrated evidence of flair for innovative and creative thinking.
 - Interest in both global and national professional and societal policy issues; international collaboration.
 - Demonstrable commitment to UK Young Academy activity.

Applicants are asked to use these sections to demonstrate evidence of outstanding professional achievement, together with other relevant skills, interests and experience they might have.

7. Use of data

The UK Young Academy is operating under the auspices of the Royal Society in first instance.

Please note that information regarding your application may be shared with the UK Young Academy, the Royal Society, and relevant partner academies, and the Department of Science, Innovation and Technology (DSIT) for data monitoring and evaluation purposes.

You may also be contacted by the UK Young Academy, the Royal Society or an agent acting on their behalf, for reporting and evaluation purposes throughout the course of your membership and after completion of your term.

In addition, as part of eligibility checking, some personal data will be shared with Cara to confirm applicants are part of their network. This includes, but is not limited to, name and job title/organisation or other identifiable information to sufficiently check eligibility.

Please refer to the UK Young Academy's [privacy policy](#) for further information on the use of your data.

8. Submitting your application

Please visit our online, dedicated [application portal](#) to submit your application.

- If you are a **new applicant**, you will need to register first to access the portal and the online application form.
- If you have **applied previously** you will need to log in, using your original contact details, to access your previous applications and information on the system.

You will be taken to a home page, where you should see several tiles, including an '**Apply now**' and, if you are a previous applicant, a '**Review my applications**' where you can view and download your existing or in-progress applications.

Click on '**Apply now**' to be taken through to the application form. Once you have selected '**Start application**' you will be asked to select which application route you are applying for membership through. Select '**At Risk Scholars and Professionals**' to be taken through to the ARSaP application form.

Unfortunately, we are unable to take submissions via email.

9. Contact information

If you have any questions about applying for membership, please [contact enquiries@ukyoungacademy.org](mailto:contact.enquiries@ukyoungacademy.org).

Answers to most questions can be found on the [UK Young Academy's website](#).

10. Additional support

In addition, we will be running webinars throughout the call for applications, to give potential applicants an opportunity to talk to the team and ask any questions you may have about the application process.

The scheduled webinar dates are:

- Wednesday 14 August, 11am - 12noon (BST)
- Tuesday 3 September, 1.30pm - 2.30pm (BST)

You can register to attend on the [events page of the UK Young Academy's website](#).

11. Question guidance

Please read the following guidance notes carefully as you complete your application form. In the table below, each box represents a section of the application form; the left-hand column contains the questions within each of these pages as set out in the form and the right-hand column contains useful guidance on its completion.

Note that questions with * are mandatory fields.

Application Route	
Please select which Membership Application Route are you applying for*	Please select the "At Risk Scholars and Professionals" application route to apply via the ARSaP scheme.

Terms and Conditions*	
I agree to the UK Young Academy processing my information for the purpose of administering the applications for UK Young Academy membership, as set out in its Privacy Policy *	Please agree to the data protection statement to proceed with your application.
I agree to the UK Young Academy sharing my information with Cara for the purpose of managing the eligibility of applications for the At-risk Scholars and Professionals membership scheme.*	Please agree to the sharing of your information with Cara for the purposes of managing eligibility to the ARSaP scheme.
Are you a current resident of the UK?*	Please confirm that you currently live in the UK to proceed with your application.
Are you registered with CARA?	Please indicate whether you are registered with Cara. If you are not an at-risk academic registered with Cara, please apply for UK Young Academy membership through the general application route .
Do you have refugee status in the UK?	Please indicate whether you have refugee status to reside within the UK.

SECTION 1: About You	
Title, Name and Region*	Review and complete your personal details accurately. Errors in this section can cause difficulties in processing your application.
Email address*	<p>This field will be used to create your application submission and should be prepopulated from the email you use to register for the application portal.</p> <p>All correspondence pertaining to your application will be sent to this address throughout the course of the application process.</p>
Current (or most recent) post and organisation*	Review and complete your employment details accurately. Errors in this section can cause difficulties in processing your application.
Which sector would you place yourself in?*	<p>Select from the list which sector you most closely identify with in your primary role.</p> <p>Note, this question is for internal use only to support with the reviewing and evaluation process.</p> <p>Even if your sector is not listed, please try to indicate the most relevant option or put in 'Other'.</p> <p>If your work is multi-disciplinary, select your lead discipline or the most relevant option. The application form will give you plenty of opportunities throughout to demonstrate any interdisciplinarity in your role, if relevant.</p>
Career History*	<p>For each position, please provide:</p> <ul style="list-style-type: none"> • Job title • Organisation • Dates from and to • Whether this is your current organisation • A brief description of your main role (max 300 words) • An outline of your roles, responsibilities and achievements in this position (300 words max) <p>You can create a new line on the table by clicking 'Add'. A pop up with the fields outlined above will appear. Please list by most recent position first.</p> <p>We recognise that At-Risk applicants' career histories will often include periods of disruption. You can use this section to describe any career breaks or changes you may have to justify your early career status, including additional information as needed. Please note, this section will be used by reviewers to assess your eligibility as an "early career" applicant.</p> <p>For required fields on the form that aren't relevant to your career break, please put 'N/A'.</p> <p>Note that your application may be reviewed by individuals from outside your field of work. Therefore, please avoid jargon, and use accessible language that is understandable for a non-specialist in your area of work.</p>
Degree(s)	List any degrees you hold here.
Professional Qualifications / Membership of Professional Bodies	List any professional qualifications you hold or memberships to professional bodies here.

Do you consider your primary role to sit within academia, private sector, charity or other?	Select the sector which your primary role sits within.
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SECTION 2: Personal Statement	
Personal Statement*	<p>Please provide a personal statement about your motivations for wishing to join the UK Young Academy.</p> <p>Here we are looking for you to provide relevant evidence, experience or enthusiasm for how you meet the selection criteria.</p> <p>Plain text only maximum of 500 words.</p>
Please provide evidence of leadership, responsibility and recognition within your main area of work*	<p>In this question, we are looking for you to demonstrate how you fit into the remit of an 'emerging leader'. This could be examples of leadership responsibility you have within your main role, or existing recognition within your main area of work.</p> <p>Please note that your application may be reviewed by individuals outside your field, and you should therefore provide context and explanation for any achievements that are niche to your field of expertise or work.</p> <p>Plain text only maximum of 500 words.</p>
Please provide evidence of interest, contributions or recognition outside your main area of work*	<p>Here we are looking for evidence of or interest in cross-disciplinary activities and this could include public and charitable service, outreach, public engagement or community-based project work.</p> <p>Examples should be from outside your main area of work.</p> <p>Plain text only maximum of 500 words.</p>

SECTION 3: Your vision and commitment to the UK Young Academy	
<p>Provide a web link to a short video outlining:</p> <p>A topic, issue or subject area that interests you, that could be an area for consideration for the UK Young Academy's work programme*</p>	<p>Here we ask you to submit a link to a short video.</p> <p>Videos should be <u>no longer</u> than 3 minutes in length. Applications containing videos over this time limit may be deemed ineligible.</p> <p>Submitted videos do not need to be a polished product and can simply be filmed using your smart phone or tablet. However, please ensure your image is clear and the sound is audible.</p> <p>Note, we do not want you to submit the raw video file. Videos should first be hosted on a video hosting site such as YouTube or Vimeo and the link provided in your application form. We would recommend uploading your video as unlisted (so it is not publicly accessible) and without a password, if possible – this will help the review process.</p> <p>Further guidance on submitting a video, including some useful tips for filming and suggestions for video hosting sites can be found in our guidance on how to make a good video.</p>

	<p>Videos must be available for review until at least March 2025.</p> <p>Please double check your hosting site settings to ensure this access.</p> <p>If you are unable or uncomfortable to complete the video as part of your submission, we do offer alternatives for this part of the application process. Please get in touch with us at enquiries@ukyoungacademy.org to discuss how we can best support you in your application.</p>
If your video link is password-protected, please state the password	If your video is password-protected, please provide the password here.
What do you think the UK Young Academy should prioritise in its first few years, and why?*	<p>We are interested to hear what you would prioritise within the remit of the UK Young Academy if you were successful in applying for membership. See our strategic plan for information about our priorities and remit.</p> <p>As our first cohorts will determine our direction and work programmes, this is an opportunity to highlight what you feel is important under the remit of the UK Young Academy.</p> <p>Plain text only maximum of 300 words.</p>
We are looking for active UK Young Academy members. If selected, how will you prioritise your commitment to the UK Young Academy and its work programmes?*	<p>Selecting committed individuals who will be active members is an integral part of ensuring the UK Young Academy's first few years are as productive as possible with valuable outputs.</p> <p>We would like to hear how, if selected, you will ensure you can commit to the UK Young Academy and its work programmes alongside your other commitments. For example, this could include securing support from your organisation to be involved.</p> <p>Plain text only maximum of 300 words.</p>
Please indicate you can commit the minimum time commitment to the UK Young Academy*	<p>Please tick to confirm you can accommodate the minimum time commitment required to engage in the UK Young Academy activities which is typically 4-5 hours per month.</p> <p>If you are successful in your membership application, there will be optional leadership opportunities available with the Young Academy which may require additional time commitment.</p>
Note, successful applicants will be expected to attend a New Members Induction and All Members' Meeting on 24 - 25 March 2025 in London.	Please tick this box to confirm that you have noted the dates of the New Members' Induction and All Members' Meeting, and that you understand the expectation that you should attend this event should your application be successful.

SECTION 4: Marketing

How did you find out about the UK Young Academy?	Please indicate how you found out about the UK Young Academy. This is useful information for us to collect as it helps us to evaluate which marketing channels have been effective at reaching our target audience. It will also enable us to identify ways to improve for future membership rounds.
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Diversity monitoring

At the end of the application form, you will be taken to a diversity monitoring questionnaire.

The UK Young Academy is working to create an inclusive environment for everyone involved in our work. With your help, we will be able to better understand the diversity of people who are applying for membership which will help us to identify areas of underrepresentation and address potential barriers.

Completing this short survey will help us achieve this. You can choose 'prefer not to say' for any of the questions.

Your answers will be treated in the strictest confidence, and in accordance with the General Data Protection Regulation. Responses will be pseudonymised for reporting and will not be used for any purpose other than for the monitoring and evaluation of the UK Young Academy's activities.

This information will be collected and stored separately from the rest of your application and will not be visible to those involved in the selection process.

Confirmation

Confirmation*

Please agree to the confirmation to submit your application.