

Applicant Guidance Notes

June 2022

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The following guidance notes accompany the 2022 application form for membership at the UK Young Academy. We would recommend you read through the entire document before proceeding with your application. Additional information about the UK Young Academy and the application process can be found on our [website](https://www.ukyoungacademy.org) ([ukyoungacademy.org](https://www.ukyoungacademy.org)) alongside a Frequently Asked Questions section.

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 Thursday 8 September 2022.

Email applications will not be considered.

1. About the UK Young Academy

The UK Young Academy is a new 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, we will give 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 membership

The UK Young Academy is welcoming applications for its first members. We are looking for dedicated, driven and dynamic individuals who are committed to collaborating with others from a spectrum of different sectors.

Our members will be selected from across the UK, from a variety of diverse backgrounds and 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 will have the opportunity to address challenges faced by their peers, inform national and international policy, and enable positive societal change.

Members will typically be 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.

3. Eligibility criteria

You'll be in the early stages of a professional career

We are looking for forward thinking, innovative and proactive individuals in all key sectors of society. While not an exhaustive list, these might include entrepreneurs, researchers in academia or industry, engineers, professionals in the arts and creative industries, lawyers, teachers, clinicians, along with individuals working in 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 highest qualification or degree. We expect to welcome members from their mid-20s to their mid-40s, however this is just a guideline. If you are early in your career and meet the selection criteria, you will be considered, regardless of age. We also appreciate that career paths can take many twists and turns. 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.

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.

4. The selection process

Applications for the UK Young Academy's first members will be reviewed by the Appointments Committee, which comprises individuals including 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 first group of members. The Appointments Committee may invite applicants for a short interview as part of the selection process.

Timeline for the selection process:

8 September 2022:	Deadline for applications
September – November 2022:	Review of applications by the Appointments Committee
16 – 18 November 2022:	Possible applicant interviews
December 2022:	Applicants will be contacted about application outcome

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 Appointments 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 do get in touch with us at enquiries@ukyoungacademy.org to discuss how we can best support you in your application.

5. Selection criteria

The application form consists of three main sections that cover an applicant's career (50%), a personal statement (25%) and how they feel they will contribute to the UK Young Academy (25%). 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.

This may include:

- Involvement in innovation and entrepreneurial activity
- Interdisciplinary working
- Interest in both global and national professional and societal policy issues
- Interest or participation in international collaboration

Alongside the evidence listed above, the Appointments Committee are also looking for broader skills and experience that demonstrate a passion for working with others; a capacity for leadership; interest in wider societal issues and a flair for innovative and creative thinking.

6. Referees

As part of the application process, we ask you to submit two references to support your application. When you submit your referee details as part of your completed online application form, the individual will automatically be contacted to provide supporting statements for your application.

Please ensure that you have already approached your nominated references beforehand to check that they are happy to provide a statement and informed them that they will be contacted by email to complete the referee form via the application portal.

Referees will need to submit their supporting statements by the application closing date of Thursday 8 September 2022 and it is the responsibility of the applicant to ensure this part of the process has been completed.

Applications which have not been fully completed by the closing date may be deemed incomplete and not progressed for review.

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 Business, Energy and Industrial Strategy (BEIS) 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.

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. You will need to register first to access the portal and the online 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.

Answers to most questions can be found on the UK Young Academy's website or FAQs section.

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:

- [Tuesday 19 July at 11am](#)
- Wednesday 10 August at 12noon

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

10. Question guidance

Please read the following guidance notes carefully as you complete your application form. In the table below, each box represents a page 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.

Data Protection	
Data Protection*	Please agree to the data protection statement to proceed with your application.

Right to work in the UK	
Are you a current resident of the UK?*	Please confirm that you currently live in the UK to proceed with your application or are eligible under exceptional circumstances, such as if you are a refugee or asylum seeker and are residing in the UK.

SECTION 1: About You	
Title, Name, Home address and Current post and organisation*	Review and complete your personal details accurately. Errors in this section can cause difficulties in processing your application.
Email address*	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. All correspondence pertaining to your application will be sent to this address throughout the course of the application process.
Which sector(s) would you place yourself in?*	Select from the list which sector/s you most closely identify with in your primary role. Note, this question is for internal use only to support with the reviewing process.

	Even if your sector is not listed, please try and indicate the most relevant option. You are able to select multiple options.
Career History*	<p>Provide job title, organisation, date from and to and a brief overview of your main responsibilities and achievements for each position. You can create a new line on the table by clicking 'Add'. A pop up with the fields outlined above will appear.</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?	Tick which sector your primary role sits within.

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

Provide a web link to a short video outlining:	<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>
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<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>Submitted videos do not need to be a polished product and can be simply 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, which 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>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>
<p>If your video link is password protected, please state the password</p>	<p>If your video is password protected, please provide the password here.</p>
<p>What do you think the UK Young Academy should prioritise in its first year and why?*</p>	<p>We are interested to hear what you would prioritise if you were successful in applying for membership to the UK Young Academy.</p> <p>As our first group of members will determine the strategic 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>
<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>	<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 be securing support from your organisation to be involved.</p> <p>Plain text only maximum of 300 words.</p>
<p>Please indicate you can commit the minimum time commitment to the UK Young Academy*</p>	<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>We will also expect all successful applicants to attend the New Members Induction Meeting which will take place on 24 - 25 January 2023 in London.</p> <p>Once the first group of members has been selected, there will be optional leadership opportunities available which may require additional time commitment.</p>

SECTION 4: Referees

Referee 1 and 2 Name and Email address	<p>Please specify the names and email addresses of two referees who have agreed to support your application. Review and complete your referees' details accurately. Errors in this section can cause difficulties in processing your application.</p> <p>Your referees should be professionals who are familiar with your area of activity and your achievements and can provide an unbiased insight into your ability to engage and deliver on commitments beyond your sole professional activity.</p> <p>Referees will be contacted automatically on submission of your application and will need to submit their supporting statements by the application closing date of 8 September.</p> <p>Please note, referee statements that are not received by this date may result in your application being deemed incomplete and not progressed for review. Do factor this in when you are approaching your referees and we would strongly recommend you confirm with them in advance of submitting your application.</p> <p>Draft referee forms and additional guidance can be downloaded from the UK Young Academy website.</p>
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SECTION 5: Marketing

How did you find out about the UK Young Academy?	<p>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.</p>
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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 anonymised 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, including referees.