

APPENDIX D – POSTDOCTORAL FELLOW REQUIREMENTS

For the avoidance of doubt, this Appendix shall only apply if you are successfully awarded a Postdoctoral Fellow (“Fellow”) by Leeds. You will be required to comply with the following terms of this Appendix D.

The Fellow shall be restricted to less than 6 hours per week of teaching and/or administrative duties in order to allow them to focus on building their research career.

Reporting

- The Fellow shall be required to submit a report to the DARA postdoctoral sub-committee every 6 months describing the work carried out and any outputs of the research, such as publications or conference presentations.
- The Fellow shall be required to confirm in the report that they are receiving salary at the level agreed and will have to provide copies of their monthly pay slips, it shall be the responsibility of the Host Institution to obtain any necessary approvals.
- The Host Institution acknowledges that the Fellow shall be limited to a maximum of 6 hours of teaching and/or administration per week. A description of any teaching or administrative duties being carried out should be reported on and confirmation that these duties do not exceed the agreed 6 hours per week.
- The report shall contain a section on the support provided by the Host Institution. This shall include but is not limited to; access to facilities (such as the workstation, office space, travel funds); and comments on the working environment (collaboration and collegiality of other staff members in the host institution).
- The Host Institution shall be required to submit a report to the DARA postdoctoral sub-committee every 6 months describing their level of satisfaction with the Fellow’s research work, duties and interaction with the members of the institution. The report could also address updates relating to the arrangements for the possible employment of the Fellow at the host institution after the postdoctoral support has ended.

Funding

- Funding for the Fellow will be transferred annually.
- Subject to the reporting requirements outlined above, if the DARA postdoctoral sub-committee reasonably believe that the progress of the Fellow’s research work or interactions with the host institution are unsatisfactory, Leeds has the right to issue a formal warning. If progress is still unsatisfactory after the next 6 monthly report, Leeds reserves the right to terminate the fellowship with 6 months’ written notice.
- Subject to the reporting requirements above, if the DARA postdoctoral sub-committee reasonably believes that the actions of the host institution are unsatisfactory after any of the reports, Leeds’ has the right to issue a formal warning. If the issues are still unresolved after the next 6 monthly report, Leeds’ reserves the right to terminate the fellowship with 6 months’ written notice.

1. Work Plan

1.6. Postdoctoral Fellow Hosting

(total budget £111,100)

If allocated a postdoctoral fellow the partner can request the following funds:

1.6.1. Salary

The host institute can request funds up to the sum of £25,000 per year from the University of Leeds to cover the cost of the gross salary of the postdoctoral fellow. The exact salary level is to be agreed between the host institute and the DARA project and should be between a minimum for a typical junior lecturer at the host institution and maximum that equates to a take home rate equivalent to the SRAO postdoctoral bursary rate of ZAR450,000 per year.

1.6.2. Travel

The host institute can request funds up to the sum of £7,000 per year from the University of Leeds to cover the cost of travel for the postdoctoral fellow. This will include travel to conferences to present the research carried out. It will also enable visits to collaborators in South Africa or elsewhere in Africa. (Note that a sum of £4000 per year will be retained in the UK to enable visits to collaborators in the UK.)

1.6.3. Computer

The host institute can request funds up to the sum of £5,000 from the University of Leeds to cover the cost of a research workstation computer for the postdoctoral fellow. (Note that a sum £10,000 will be retained in the UK to purchase and ship a research grade GPU chip if required by the research carried out by the postdoctoral fellow.)

1.6.4. Overhead

The host institute can request funds equivalent to 10% of the total of the above (up to a maximum of £10,100) from the University of Leeds to cover the costs of hosting the postdoctoral fellow in terms of administration, office space, etc.

1.6.5. Deliverable

The institution hosts a postdoctoral fellow to carry out research related to the project.