

**RESEARCH COUNCILS' INDIVIDUAL MERIT PROMOTION SCHEME  
INDIVIDUAL MERIT PROMOTION – PERIODIC REVIEW**

**GUIDANCE NOTES**

Please read these guidance notes carefully before completing the form. You may also wish to refer to the Research Councils' Individual Merit Promotion Procedure. Periodic review of IMP is by electronic submission. Acceptable formats are MS Word or PDF. Application forms are to be completed in 12 point font, A4 page size, paying particular attention to page limits for each section.

<b>Part A - To be completed by the candidate</b>	
<b>1.</b>	Your name in full
<b>2.</b>	Name of your Institute/Organisation
<b>3.</b>	Indicate your principal discipline, e.g. metallurgy, plant taxonomy, physical oceanography
<b>4.</b>	State your present IM level, year of promotion and indicate the percentage of time devoted to personal research, administration, and any other significant duties
<b>5.</b>	Indicate if your research is mainly in the field of innovative research (basic and/or strategic) or involves the innovative application of existing knowledge in the development and exploitation of technologies
<b>6.</b>	Provide a CV that summarises your career to date; include a link to personal professional web pages. Highlight achievements, honours and awards, significant international and national collaborations, policy advice to Government Departments, relevant measures of esteem (editorial responsibilities, membership of official bodies and scientific committees etc.), invited lectures and radio, newspaper and television items. Include any information about any personal circumstances that have had an impact on your career progression; for example, periods of maternity leave, part-time working, etc. A full publication list should be attached as Appendix 1. <i>No more than <b>two</b> sides of A4 paper.</i>
<b>7.</b>	Summarise your achievements since promotion or the last period review; refer to the selected papers or items of supporting evidence in Appendix 2. Demonstrate how your research has contributed to the goals and priorities of your organisation. <i>No more than <b>two</b> sides of A4 paper.</i>
<b>8.</b>	Outline a 5-year programme of research for the next period of your IMP. Provide a detailed outline of the first 12 months and an indication of where you expect the research to lead in subsequent years. Indicate the significance of this research for your organisation. <i>No more than <b>two</b> sides of A4 paper.</i>
<b>9.</b>	Give details of the number, band and function of your support staff along with their funding sources. Provide the names and bands of staff above you in your line management structure. Indicate the percentage of time devoted to personal research, administration, and any other significant duties
<b>10.</b>	A signature is required to confirm that the candidate is aware of the Individual Merit Promotion Procedure that describes the IMP Scheme.

**Part B - To be completed by the candidate's line management. The candidate should not contribute to Part B**

11.	Please provide reasons for the continuation of the candidates IMP status, by justifying the candidate's exceptional distinction as an individual. Please outline why the proposed programme of work is appropriate for the IMP level for which he/she has been nominated.  Please indicate the extent to which the candidate's work as an IMP over the last 5 years has significantly contributed to the output of the institute/organisation and confirm that the candidate's outlined programme of work is likely to form a significant part of the institute's/organisation's output in the immediate future.
12.	Institute Director or Head of Organisation should endorse the application.

**APPENDIX 1**

For IMP holders involved in innovative research, a full list of publications should be provided.

For IMP holders whose work primarily involves the innovative application of existing knowledge, authoritative commendations, patents, reports, papers or articles published in professional, technical and industrial journals or internal papers should be provided.

Candidates whose work has involved both innovative research and the application of existing knowledge may submit evidence of both types outlined above.

The listing should be grouped in year order as follows:

- a) Papers published in ISI-listed journals (papers in press may be listed provided that copies can be made available upon request).
- b) Books (authored or edited).
- c) Chapters in books and Conference Proceedings.
- d) Other publications, including contract reports.
- e) Any other material you wish to draw to the Panel's attention (e.g. Computer software, patents etc.).

Mark with an asterisk, those papers selected in Appendix 2.

The candidate's contribution to co-authored publications should be expressed as a percentage. List the current number of citations from Web of Science for each paper

**APPENDIX 2**

Selected papers or supporting information. If your application is based on the criterion of basic and strategic research, list six selected papers to support your application. Provide a half page summary for each paper, highlighting the wider significance. The IMP Panel may later ask for copies of these papers. If your application is based on the application of existing knowledge, list up to 6 selected items of supporting evidence and highlight the wider significance in a half page summary for each item.

**APPENDIX 3**

Candidates should provide details of research grants and contracts awarded in the last five years

#### **APPENDIX 4**

Candidates should provide the names, addresses and email addresses of **four** referees. Referees should not be canvassed in advance to support the nomination, nor should referees be proposed with whom the candidate has been involved in a significant scientific collaboration.

#### **APPENDIX 5**

Candidates should complete and return the form with the nomination.

Completed nominations should be submitted electronically, via your Director/Head of Organisation to:

Deborah Wright  
Corporate HR NERC  
Polaris House  
North Star Avenue  
Swindon  
SN2 1EU  
[dawri@nerc.ac.uk](mailto:dawri@nerc.ac.uk)