



**SCHMIDT
SCIENCE FELLOWS**

Fellows' Handbook

Updated - April 2022



Note

The Fellows' Handbook provides guidance and information to help all Fellows maximize their opportunity as a Schmidt Science Fellow. It includes guidance on key Fellowship features and important policies.

This edition of the Handbook has been updated since the preview shared with the Finalists for the 2022 Cohort and with any previous editions. Amendments have been made to:

- Travel to Fellowship Research Placements
- Data retention as relates to progression to the Senior Fellows community
- Family Leave Policy
- Fellows' Long-term Sick Leave Policy

This Handbook must not be shared, copied, or distributed without written authorization from the Program.

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Executive Director's Welcome

Welcome to the Schmidt Science Fellows community! We believe in the power of interdisciplinary science to drive innovation and discovery and make a positive impact in the world.

We also believe in the power of fellowship. Every one of you is a member of a special family. A family of collaborative scientist-leaders with a network of supporters that want to help you succeed in making a positive difference through science. You will find that we are not like other fellowships. We care deeply about you as an individual and as a member of our community and we hope that you will similarly come to care deeply about this Fellowship, and everyone involved. You are surrounded by peers, mentors, and Program staff who will guide, challenge, support, advise you, and to amplify your impact. Our community gives you a safe place to take scientific risks and push the boundaries of your science.

You now have unparalleled intellectual and scientific freedom to go anywhere in the world to ask and try to answer the biggest scientific questions of our time. We embrace the pioneers, the trailblazers, and the risk-takers. Make the most of it!

This Handbook is designed to provide you with information and guidance about the Fellowship, our processes, and our key policies – all developed with our Fellows in mind and to help you to get the most out of being a Schmidt Science Fellow. It outlines the main features of the Fellowship, how to connect with the Program team and the Academic Council, how to collaborate with other Fellows, and the breadth of support available to you.

I hope you will find this Handbook to be a comprehensive and valuable companion to your Fellowship. However, please know that you are always welcome to reach out to me or any member of our Program team with questions. Our contact details and areas of responsibility are listed on the next page.

Let me also say something that you will hear repeated throughout your engagement with this Fellowship – this is a living, breathing, and evolving Fellowship that will develop to best support you, now and in the future. We improve only by engaging our Fellows in co-creation. We are hungry for your ideas and your feedback. Please never hesitate to reach out if you have ideas for how the Program can better meet your needs or help you more effectively reach your potential.

I look forward to working with you in the coming months and helping you to blaze your own trail as a Schmidt Science Fellow in the years to come.



Dr Megan Kenna
Executive Director
Schmidt Science Fellows

Fellowship Contacts

Program Team

Name and Role	Contact Details	Contact For
Megan Kenna Executive Director	Tel: +1 617 771 7101 Email: mkenna@schmidtsciencefellows.org	Overall Program direction questions Requests for variations or exceptions Requests for discretionary support
Matt Goode Director of Strategy and Fellowship Affairs	Tel: +44 7766 423 372 Email: mgoode@schmidtsciencefellows.org	Fellowship support Policy questions Fellowship Research Placements Placement progress and amendments Confirmation letters PI interactions Whole Fellowship community Senior Fellows/alumni program Communications, acknowledgements, use of the Program name
Simon Vaughan Director of Admissions and Financial Operations	Tel: +44 7990 017 543 Email: svaughan@schmidtsciencefellows.org	Selection process Outreach to nominating institutions Stipends
Maysa Mustafa Director of Global Meetings	Tel: +44 7762 324 064 Email: mmustafa@schmidtsciencefellows.org	Program curriculum Learning outcomes Global Meeting programming Global Meeting organization and logistics Cohort community Learning Teams
Christine Norton Manager of Office Operations EA to Executive Director	Tel: +1 703 945 1554 Email: cnorton@schmidtsciencefellows.org	Scheduling time with the Executive Director Meeting logistics Visa inquiries SSF email accounts
Arielle Baker Fellowship Affairs Manager	Email: abaker@schmidtsciencefellows.org	Fellowship support queries Fellowship Research Placement process Peer-Mentoring Scheme

		Confirmation letters (Placement, income)
Christina Baur Events Manager	Tel: +1 757 560 7927 Email: cbaur@schmidtsciencefellows.org	Attendance at Program events Travel
Abby Guillermo Admissions Officer	Tel: +44 7880 143 993 Email: aguillermo@schmidtsciencefellows.org	Selection process
Anu Mayer Communications and Data Management Officer	Tel: +44 7799 740417 Email: amayer@schmidtsciencefellows.org	Communications queries, website and social media Access to the Fellows Hub

Academic Council

Name and Role	Contact Details	Contact For
Keith Burnett Chair of the Academic Council	Tel: +44 7918 551 023 Email: kburnett@schmidtsciencefellows.org	Mentoring Scientific advice Initial Placement discussions Senior Fellows mentoring
John Boothroyd Deputy Chair of the Academic Council	Email: jboothroyd@schmidtsciencefellows.org	Mentoring Initial Placement discussions Scientific and academic career advice
Chiara Daraio Academic Council Member	Email: cdaraio@schmidtsciencefellows.org	Mentoring Initial Placement discussions
Amy Herr Academic Council Member	Email: aherr@schmidtsciencefellows.org	Mentoring Initial Placement discussions
Liliane Chamas Associate Academic Council Member	<i>Because Dr Chamas engages in as-needed mentoring please first contact Fellowship Support and they will work to arrange a meeting with Dr Chamas or the appropriate expert for your specific mentoring need.</i> <i>Should you the need to follow-up directly, you can reach her here:</i>	As-needed mentoring specific to understanding the venture capital landscape, how to startup a company, IP concerns, and how to engage with science policy

	Email: lchamas@schmidtsciencefellows.org	
Ruth Arnold EA to the Chair of the Academic Council	Tel: +44 7490 992 076 Email: rarnold@schmidtsciencefellows.org	Scheduling meetings with the Chair of the Academic Council

Eligibility

You must complete all the requirements for the conferral of your PhD, including successful dissertation defense, by 30 July 2022.

Conferral is taken to mean all official requirements have been met to enable your PhD awarding institution to confirm that you may use a PhD title. We do not require the graduation ceremony to have taken place, but by 30 July 2022, you must have submitted and defended your dissertation and be able to provide formal proof that all requirements are met for the PhD.

We do not usually allow Fellows to receive any awards or remuneration from other organizations concurrent with your Fellowship. Supplementary funding for research and additional professional development is permitted and encouraged. With program approval, you may also retain the title of another fellowship during the Fellowship Year if personal remuneration is not accepted and as long as there are no compulsory requirements that could hinder full participation in our programming or effective engagement with the Fellowship Research Placement.

Deferral

We do not allow voluntary deferrals of the Fellowship. You are expected to join the cohort in the year you are selected and engage with all aspects of the Fellowship.

Deferrals are typically only permitted within the scope of our Family Leave and Long-Term Sick Leave policies. Please refer to the relevant sections of this Handbook and the policy annexes for details.

Fellowship Research Placement

Your Fellowship Research Placement is at the core of the Schmidt Science Fellows experience. It is the bedrock of scientific development that enables our Fellows to become interdisciplinary science leaders. It provides you with the unique freedom to pursue a research direction at a disciplinary pivot from your PhD and to do so in a world-leading research environment.

The Placement provides the primary scientific development experience for our Fellows. We expect you to acquire new skills and insights in your chosen pivot discipline to work more effectively across disciplines and start generating research outputs that will facilitate the next stage of your career. The Placement is also an opportunity to build cross-disciplinary networks and develop collaborations for future research.

To encourage academic freedom, the pursuit of bold ideas, and focus on your pivot, we do not have set expectations or requirements for any Fellow's scientific output from the Placement. We actively encourage you to pursue ambitious, high-risk / high-reward projects. We do not set targets for publications, intellectual property, or other related outputs. Instead, the primary requirements of the Placement are for:

- 1. Full and committed engagement with your research project and Placement group.**
- 2. Maintenance of an active dialogue with the Program on progress, challenges, and direction**
- 3. Participation in Academic Council mentoring.**

You may not have this kind of intellectual freedom again for many years, and we encourage you to think about how you can make the most of it.

Duration and timing

Fellowship Research Placements must be 12-24 months in duration. We expect Fellows in the 2022 cohort to commence Placements on 1 July or 1 October 2022. Placement starts between these dates may be allowed but must be on the first of the month.

Your research objectives should determine your start date and Placement duration in discussion with your proposed PI and through engagement with the Fellowship Research Placement proposal process.

The duration of your Placement can be amended after you begin, as long as you remain within the 12-24 months window. Further details, including the requirement for a Placement review if continuing beyond 12 months, are provided below.

Fellowship Research Placement Requirements

The Placement is crucial to your development as an interdisciplinary scientist, and we place significant emphasis on ensuring that your project and your host group will provide this. For this reason, your proposed Placement must:

- Be a meaningful disciplinary pivot from your PhD.
- Represent the best use of the Fellowship opportunity to enable your science and your long-term career aspirations.
- Be hosted by a PI and institution that will provide a suitable and high-quality training environment and the resources you need.
- Be approved by the Program before you begin.

Placement Location

Your Fellowship Research Placement must be with a group different from where you completed your PhD. We **strongly encourage** you to identify a host group in a different institution from your PhD so you can widen your networks and broaden your exposure to different scientific cultures and ecosystems.

We will only approve Placements in the same institution where you completed your PhD in *exceptional* circumstances. If this applies, you will be expected to make a strong case that this is the optimal location for your scientific ambitions and that you will get a significantly different experience than that received in your PhD laboratory/department.

Fellows should view the Fellowship Research Placement as an opportunity to go anywhere in the world to acquire new skills in a new discipline. While it is possible to have already begun a postdoctoral position before joining the Fellowship, all newly selected Fellows must engage fully with the Placement Process outlined below. Any pre-existing positions are subject to the same proposal, review, and approval process as any other proposed Placement. You should not assume that a pre-existing position will be automatically approved.

We strongly encourage you to take advantage of the opportunity presented by the Fellowship to explore a range of options and institutions.

Placement Proposal and Review Process

We will support you in identifying and securing the best possible Placement for your science and your long-term career aims. Newly selected Fellows will be required to engage in our Placement proposal and review process as part of the onboarding program to begin immediately after Fellowship offers are made.

Fellows are supported in identifying and deciding on a host PI and group by the Program and our Academic Council. Each Fellow makes the ultimate decision on a Placement location, but we will only approve proposals in line with our Fellowship vision and Placement requirements. You may only officially start your Placement after you have received Program approval and met all other start requirements.

The Placement Proposal and Review Process follows these stages:

1. Following Selection, all new Fellows will be asked to complete an online survey to help us gather information about your initial thinking on your Placement proposal. This will ask you:
 - If you have any emerging ideas for your Placement.
 - What advice or support you need to review your Placement options in full.
 - How your project plans and ideas about Placement have evolved since your application.
 - Any additional considerations or possible challenges, including pre-existing positions, visa requirements, or personal requirements.
2. Using this information, we will put in place a tailored consultation and advice process involving conversations with our Fellowship Support team, Academic Council members, and Chair of the Academic Council.
3. Once we feel your Placement plan is sufficiently advanced, you will be asked to complete a Placement proposal form. This will ask you to:
 - Outline your research plan for the duration of your proposed placement.
 - Present a case for why the PI and group you are proposing are the most optimal for your plans.
 - Detail the specific resources (including datasets, equipment, group expertise, etc.) that you will require and how these will be provided.
 - Identify the training and development needs that would help you achieve your objectives.
 - Discuss alternative locations for your Placement that you have considered.
4. All Placement proposals will be reviewed by a Program Review Group that includes the Executive Director, Chair of the Academic Council, and other Academic Council Members. The Chief Scientist of Schmidt Futures is invited to attend these meetings as an observer. Occasionally, we may request further information or clarification on your proposal before permission can be granted.
5. Following Program approval of your Placement, you will receive a confirmation letter. This will include a requirement for your PI to confirm support for your Placement plan, your Fellowship, time away from the lab for Global Meetings, and the resources you will need from the lab in order to do your science effectively. You should ensure you have discussed these requirements with your proposed PI in advance.
6. You may only begin your Placement once you receive formal approval from the Program and have met all other Program requirements.

Placements Beyond 12-Months Duration

Any Fellow wishing to continue their Fellowship Research Placement beyond 12-months will be expected to complete a review at the ten-month point. If this applies to you, there is no

requirement to have achieved all your original Placement objectives or to have any particular result/outcome from your science. Still, there will be an expectation that you outline what progress has been made, what obstacles you have encountered and how you are working to overcome them, any changes in direction or focus, and a proposed plan for the remaining duration of the Placement. Your PI will be asked to submit a letter outlining their perspective on progress and reconfirming their commitment to support you through the extended duration of your Fellowship.

Fellows progressing beyond 12-months will also be required to be in ‘good standing’ with the Fellowship Program and their host institution.

A panel, including the Executive Director and the Chair of the Academic Council, will assess the ten-month review materials before confirming an extension beyond the 12-month point and confirming the ongoing stipend.

This process applies both if you signal your intention to complete a Placement of 12-24-months from the outset and if you subsequently request to extend your original Placement duration beyond 12 months.

Fellowship Placements are required to be a minimum of 12 months. If you have decided to continue for more than 12 months and then wish to subsequently amend or shorten an approved Placement plan after the 12-month point, you should discuss your intentions with your Academic Council Mentor in the first instance and then contact Fellowship Support.

Your Principal Investigator

Your Fellowship Research Placement is a partnership between you, your PI, and Schmidt Science Fellows. You should research your group and the PI thoroughly. We strongly encourage you to speak with previous postdocs from the group to understand the lab culture and ensure you will have the support, scientific leadership, and access to the resources you need.

Your PI must provide the necessary project resources to meet your placement objectives and commit to allowing you to attend all the Global Meeting Series for your Fellowship Year. Schmidt Science Fellows does not typically provide additional funding for research costs. As the Placement is a partnership, we believe PIs and groups more widely greatly benefit from hosting a Schmidt Science Fellow and that by asking PIs to contribute research funding, we foster a sense of shared endeavor.

We **strongly recommend** communicating these requirements to prospective PIs early to avoid confusion after joining the lab. You should also discuss your prospective PI’s views on matters such as publishing, intellectual property, collaboration with other groups, and conference travel.

As outlined above, your PI will be required to send us a letter confirming their agreement to host you for the duration of your placement and to provide the expected support. You cannot begin your Placement until we receive this letter.

PIs become critical members of our Schmidt Science Fellows community. Once your Placement is confirmed, we will contact each PI to share more detailed information about the Program. We aim to visit Fellows and PIs in labs where possible each year during the Placement to help strengthen this relationship between the Program and the host laboratories and learn more about your science.

We will be ready to support and guide you, but the success of your Placement is down to your engagement with your PI and colleagues. You should be prepared for a steep learning curve as you move into a new discipline, and you will need to consider what preparatory reading you need to do.

We recognize that there is a lot to organize before you begin your Placement. You will likely be moving to a new city and potentially a different country. Contact the Fellowship Support office if you have any questions or concerns with this. We may be able to assist in connecting you with Fellows from previous cohorts who will have personal experience of the city or institution you are moving to, the relevant immigration system, or simply similar personal situations with family, partners, and relocation.

Visa Support

You may require a visa for the country of your Placement institution. If necessary, we will provide any letters of support or documentation confirming your status as a Schmidt Science Fellow and the stipend that you need. However, you are responsible for identifying your visa requirements, liaising with your PI and institution, and making an application. We **strongly recommend you start this visa process as early as possible** and talk to your PI and host institution at the outset. COVID-related staffing shortages mean that there are longer waiting times than usual to process visas. You are ultimately responsible for ensuring you have the correct documentation to start on time.

You should not start your Fellowship Placement until you have your visa.

If you encounter any problems with a visa application, please contact the Program team as soon as possible so that we are aware of potential issues early. Where possible, we will seek to connect you with third-party visa advice.

We will reimburse you for any visa processing fees. Please contact us for approval and reimbursement if you feel you would benefit from visa advice or expediting services.

Mentoring

The Schmidt Science Fellows team will work with you to maximize your potential as an interdisciplinary science leader. This includes providing advice and helping you navigate any obstacles you may encounter. The most regular and personalized part of this work is through confidential mentoring with a senior scientist and Schmidt Science Fellows Academic Council Member. Throughout the Fellowship Year, you will have monthly contact with the Academic Council. Mentoring from the Academic Council will also be available to you throughout your career as a member of our Senior Fellows community on an as-needed basis.

Your Mentor

Your Mentor will be a member of our [Academic Council](#). Each member of the Council has been appointed based on their extensive experience as a scientist, leader, and mentor of early-career researchers.

The Program will allocate you a Mentor following initial onboarding conversations and as your Placement plans develop. In making Mentor allocations, we consider planned geographical location (and time zone), planned host institution, interests, and personal circumstances to best align you with one of our Mentors. Mentors are not typically assigned by scientific expertise, as your PI should provide your primary scientific guidance on your Placement project.

Mentoring is expected to cover all aspects of your development as an interdisciplinary scientist and as relevant to your career stage. Broad areas for mentoring discussion may include:

- Career planning
- Learning and development strategies
- Personal growth and development
- Expectation management
- Future funding opportunities
- Publication and dissemination strategies
- Broad scientific progress and strategies
- Managing collaborations, partnerships, and groups
- Work-life balance, personal choices, and prioritization of time

Mentoring Calls and Meetings

From the start of your Fellowship Year and through the duration of your Placement, you can expect one mentoring contact per month – with a 1:1 meeting with your allocated Mentor at least every other month and opportunities for group mentoring or career development discussions led by Academic Council Mentors, in the intervening months.

Individual meetings will generally be by video call with your allocated Mentor and be around 30 minutes in length. These calls are times for you to discuss all the issues affecting your scientific progress confidentially. These conversations can be wide-ranging but will usually start with you

giving a short update on scientific progress. You should also share any issues that are preventing you from making progress. Your PI will, of course, be the main person you talk to about your science, and the mentoring is meant to complement the advice you get from them. You should take ownership of setting the agendas for these meetings and think in advance about how to make the most of the time with your Mentor.

Depending on what matters you are dealing with, extra meetings or calls may be helpful, and your Mentor will try to fit these in if possible. We understand that challenges arise. We will do our best to support you as you address these. Questions around Fellowship operations, policy, or support should be directed to Fellowship Support.

Every other month you will participate in group mentoring around topics of interest and professional development issues common during the Fellowship (e.g., pivoting to a new field, managing up, strategies for learning new skills, and career planning).

We hope to provide an opportunity for you to meet with your Mentor face-to-face at least once during your Fellowship Year (typically during an in-person Global Meeting), subject to it being safe and practical to travel. During in-person Global Meetings you will also have the opportunity to interact with the Chair of the Academic Council and other Academic Council Members.

Your Mentor is there to support and help you but is in no way there to evaluate your progress. Mentoring is never an assessment. Your Mentor will provide you with the professional support necessary to guide you through the disciplinary pivot and help launch you into your career as an interdisciplinary science leader. Fellows often report that this mentoring relationship is one of the most beneficial aspects of the Schmidt Science Fellows program.

Our mentoring is designed to work closely with our Fellowship Support program. The Fellowship Support program aims to provide practical support and facilitate your engagement with the Fellowship. Please see below for full details, but areas of potential support include access to the Fellowship policies and benefits such as Family Leave or Long-term Sick Leave, help to manage interactions with institutional administration, and access to Fellowship collaboration platforms.

Access to More Mentoring Expertise

Your Mentor will be able to assist you, where relevant, to draw on the expertise of other Academic Council Members and the specialist advice of our Associate Academic Council Members. Opportunities to engage other Council Members may be based on either a challenge or need or an area of interest that you wish to explore. Examples from previous cohorts include referrals for advice on a specific country's academic career structures, the culture at an individual university, and questions about raising start-up capital.

Fellowship Support maintains a Council Members directory of expertise that Fellows can draw on.

Individual Development Plan

Early in your Fellowship Year and before you commence your Placement, your Mentor will encourage you to think about your objectives for the coming year by creating an Individual Development Plan. What do you want to achieve, and how do you want to develop as an interdisciplinary science leader during the year? These objectives are solely yours and help you consider what you aim to get out of your Fellowship Year. These are not Program objectives, and you will not be assessed at any point. The Individual Development Plan is distinct and separate from the Placement proposal process and is purely focused on your professional development.

Midway through your first Fellowship Year, we will give you the opportunity to reflect on your development as an interdisciplinary scientist and emerging leader with a focused Individual Development Plan check-in meeting with your Mentor. This will involve reviewing the objectives you set for yourself at the beginning of the year.

This will be your chance to think with your Mentor about what you have learned to that point, where you might want to focus your remaining time, and how best your Mentors and the wider Program team may help you do that.

Confidentiality with your Mentor

Discussions with your Mentor are assumed to be confidential. Your Mentor will not share any personal information or anything you explicitly want to remain confidential. There may exceptionally be circumstances where a legal obligation or other urgent need overrides this duty of confidence. Further information about this is contained in the Fellows' Mental Health and Wellbeing Policy.

As a general principle, project and Placement progress, Fellowship operational issues, career planning, and next steps will be shared in broad terms with other Academic Council members and relevant Program team staff.

Suppose you and your Mentor think any issues would benefit from input from the wider team, for example, involving Fellowship Support or getting advice on Program policy. In that case, you and your Mentor will discuss this first.

Mentoring is a place for reflection and trust. Your Mentor may give you advice on scientific matters, which you may want to share with your PI. That is fine, but you should always remember that your PI is the person in charge of the research environment in which you work. Occasionally you may ask your Mentor for advice on how to handle tricky issues that arise between you and your PI or within your group as you settle into a new environment and area of research, and they will do their best to help you make the most of these important relationships.

Stipend

We provide a generous stipend to all Fellows to cover personal expenses during Fellowship Placement. The stipend is extended on a pro-rata basis for Fellows pursuing second-year funding of any duration.

Stipend structure

Each Fellow will receive a stipend of \$100,000 per year, paid quarterly, throughout the Fellowship Placement. Payment will be pro-rated if an entire quarter is not completed for any reason.

The stipend should be used to cover personal and domestic costs and any personal and professional costs associated with the Placement. Funds can be used in any way you wish, subject to the legal and appropriate use provisions outlined in the Terms of Fellowship, although we broadly expect relevant costs to be covered to include:

- Domestic accommodation and personal subsistence
- Personal computing and other IT (including laptops, high-performance personal computers, learning aids, and peripherals)
- Home office equipment where a proportion of home working is required
- Placement-related travel, such as conferences, visiting collaborators
- Personal development and professional training courses
- Conference attendance – registration fees, accommodation, subsistence, etc.

We recommend that you budget around 10% of your stipend for Placement-related professional costs, such as personal IT equipment, home office equipment, professional travel (not for required Fellowship events), conference attendance, etc.

The Program does not provide additional funding to cover health insurance in locations and institutions that do not offer them or defer the higher cost of living in some areas.

Your stipend must not be used to fund any direct project research costs, such as consumables or lab equipment. We expect these costs to be covered by your host PI, recognizing the partnership that underpins each Fellow's Placement.

Stipend amount and payment

We operate on a quarterly payment cycle of January, April, July, and October. The stipend is paid in installments as follows:

- Installment 1 - \$25,000 – at the beginning of the first quarter of the Placement
- Installment 2 - \$25,000 – beginning of the second quarter of the Placement
- Installment 3 - \$25,000 – beginning of the third quarter of the Placement
- Installment 4 - \$25,000 – beginning of the fourth quarter of the Placement

An advance on the first installment of \$5,000 can be requested by any Fellow requiring funds to support relocation or placement starts. This will be paid only if all requirements for Placement start, as outlined above, have been met. In these circumstances, Installment 1 will be adjusted to \$20,000.

If a Fellow continues their Placement beyond 12-months with approval from the Program, further stipend payments will be paid at \$25,000 a quarter to a maximum of 24-months and \$200,000 in total. Placements beyond 12-months but shorter than 24-months will be delivered on a pro-rata basis of \$100,000/12 multiplied by the number of months. These may be subject to an amended balancing payment in the final quarter.

We expect Fellows in the 2022 cohort to begin Placements on either 1 July 2022 or 1 October 2022. Placement starts between these dates may be allowed but must be on the first of the month.

Payment method

You can choose to receive your stipend as a personal, direct payment or through your Placement institution. We will provide any necessary confirmation of stipend income as required. Still, you are responsible for ensuring compliance with any applicable tax laws for stipends in both home and Placement countries as relevant.

We encourage all Fellows to obtain independent advice on the tax implications of your chosen payment method.

The Program's preference is for Fellows to receive their stipend directly, but we will support your personal decision as is most appropriate for your circumstances.

If you choose to receive your stipend through your host institution, we require you to identify an institutional finance contact as soon as possible so that host payments can be agreed and payment methods set up. We will not authorize your Placement to start until all necessary arrangements have been made.

You are expected to work with your host institution to set up appropriate processes to receive the funds and pay your salary. The Program is not responsible for any costs incurred from delayed or incorrect salary payments made by institutions.

We do not allow host institutions to deduct from the stipend to cover their overheads or employer fringe costs. They are only permitted to deduct applicable payroll tax and any contributions an equivalent employee would make out of their pay.

To avoid doubt, the payment of the stipend to Fellows does not create an employment relationship or equivalent between the Fellow and the Rhodes Trust or the Program or any associated entity.

You are required to have adequate healthcare coverage for your circumstances and, if necessary, make arrangements to secure appropriate independent coverage.

The Rhodes Trust administers stipend payments on behalf of the Program. Stipends are paid through the Rhodes Trust Horizon Fund, which is a UK-registered charity. For tax purposes, please note that The Rhodes Trust Horizon Fund is the official funding body.

Payments may be marked as the Rhodes Trust or the Rhodes Trust Horizon Fund. Payments may be made in a currency other than US dollars depending on the currency of the receiving account. Any required conversion will be made at the time of each payment using the prevailing exchange rate.

Transaction charges and costs

The Program is not responsible for exchange rate fluctuations or any banking fees you incur. The stipend total in US dollars is the same regardless of Placement location. You are asked to confirm that the account you nominate for payment can receive payments from the UK.

The legitimate use of the stipend

Your stipend can only be used to meet your personal costs and the categories outlined above. Stipends must not be used to fund lab costs or research consumables. Funds must only be used for legitimate and legal purposes in the territory where you are completing your Placement.

The Program reserves the right to withhold any or all stipend payments should you be in contravention of the provisions of the Terms of Fellowship, as agreed by all Fellows at the point of accepting your offer. In line with the Terms of Fellowship, the Program reserves the right to reclaim any previously paid funds on a pro-rated basis from the date of a contravention being incurred.

Global Meeting Series

The Global Meetings Series is one of the critical pillars of our Fellowship. Our Global Meetings program spans the Fellowship Year. It will introduce you to new research ideas, techniques, and questions, provide exposure to cutting-edge science, leading thinkers, and institutions, and deliver training on a wide range of topics, including science communication, leadership, and entrepreneurship. Further, the Global Meeting Series provides the training and opportunities to help you build the professional networks you will require to become interdisciplinary science leaders and to have the greatest possible positive impact on the world.

Our Global Meetings are developed with and hosted by some of the world's most vibrant and inspirational science and innovation centers. Our ambition for the 2022 cohort is to deliver the overall Global Meeting program through a combination of in-person convenings and virtual sessions. This model and our diverse host institutions/locations will enable you to experience various scientific cultures, gain insight into different ways of organizing and leading institutions, and visit internationally renowned scientific facilities. The meeting program is also an important opportunity for you to connect with your peers, develop a sense of cohort community, and explore opportunities for collaboration.

The first Global Meeting for the 2022 Cohort is likely to be in Northern California, 22-28 October 2022. The exact dates of further in-person Global Meetings will be communicated as soon as they are available. We also anticipate delivering, on average, one virtual session a month across your Fellowship Year.

Given the ongoing global pandemic, plans for the Global Meetings are subject to change.

Attending the meetings alongside the other Fellows in your cohort is an important part of building the Fellowship and will give you the opportunity to share your experiences with other Fellows at the same stage of their journey. As such, you are required to attend all parts of all Global Meetings for your Fellowship Year, including in-person and virtual meetings. We do not allow requests to defer or repeat Meetings and the only reasons for this are those detailed in the Family Leave and Long-Term Sickness policies. Attending Global Meetings is considered part of upholding the Terms and Conditions of the Fellowship.

It is important that you are prepared to come to each Global Meeting having done the pre-readings and pre-work, and that you are able to dedicate your time and focus to the sessions and your interactions with other Fellows. Your PIs are required to support you in being able to take this time away from your research.

Travel

You are required to travel to attend program events, most notably the Global Meeting Series during the Fellowship Year. We will cover all the costs of travel and accommodation for any event where attendance is a requirement of the Fellowship (referred to below as “required events”).

Where optional opportunities are made available to Fellows, travel and accommodation may not be automatically provided and this will be communicated at the time.

All other travel during the Fellowship Year, e.g., conferences and non-official cohort activities, should be covered by your stipend.

Travel to Fellowship Research Placements

The Program will cover your travel costs (in line with the travel policies below) from either your home or current working location to your Placement location for one return trip, nominally the beginning and end of your Placement.

To claim this travel benefit, contact fellows@schmidtsciencefellows.org

Travel Booking

Travel to required events will normally be arranged from the nearest airport/station appropriate to your Placement location to the event city and return. Should an event take place before you begin your Placement, then travel will be arranged from your current home location. Should you commence your Placement directly from the first Global Meeting, we will arrange travel from the meeting to your placement city.

Any other travel routing will not normally be arranged or reimbursed, unless otherwise agreed in exceptional circumstances. In the event that you wish to extend a trip, for personal or research reasons, we will discuss the best way to manage this for you and will meet the cost of only the equivalent travel that would have been booked for the event. We will not provide accommodation or meet the cost if you wish to extend your stay beyond what is reasonably required to attend the event.

Fellows are expected to make travel arrangements, particularly flight bookings, as early as possible for Program events and within any deadline set by the program. Travel should normally be booked through the Program’s approved travel agent, unless otherwise agreed in advance.

All travel should be standard economy/coach class. For short distances, Fellows should consider travel by train or bus.

Ground transfers from your home or work to the airport/station of departure to an SSF event and from the airport/station of arrival and return will be reimbursed. These transfers should use normal taxi or ride-shares, but please consider bus or train where suitable.

If appropriate, Fellows may use a private motor vehicle for program-related travel at the Fellows' own liability. Fuel will be reimbursed at the prevailing rate set by the relevant tax authority and parking at the actual rate. Fellows are responsible for ensuring they are appropriately insured, and Schmidt Science Fellows accepts no liability for the vehicle or any passengers.

Accommodation

We will make all accommodation bookings for your required program events.

Where events take place close to a Fellow's current main address, those Fellows will have the choice whether to stay in our booked hotel with the cohort or to travel in each day. Additional local travel will not be reimbursed.

Visas

If you need a visa to attend a required event, you are responsible for securing it. You are encouraged to do so as early as possible to avoid any delays due to COVID-related processing delays. The Program will provide you with any letters of support and will reimburse visa fees. If you encounter any problems with visas, you should contact the Program as soon as possible.

Meals

Our events include many catered meals throughout the program. Other meals while traveling or at a Program event, including self-organized or free time during Global Meetings, are a Fellow's responsibility.

Partners and Family

We recognize the special role that partners and family play in supporting you during your Fellowship. In normal times we would welcome partners and families to join you at the location of a required event if you wish but this is currently suspended due to COVID-19.

Global Meeting sessions are typically only open to Fellows. We may identify select social events during our Global Meetings that are open by invitation to partners and family members, which will be advised ahead of time and only when the COVID-19 situation permits. When partners and family are able to attend additional costs incurred, and all family travel, are the Fellow's responsibility.

Accessibility and Mobility

In the event that a Fellow has specific accessibility or mobility requirements to attend a program event, we will assist in making appropriate arrangements and will work with the Fellow to cover necessary additional costs.

If this applies to you, please contact the Program team as soon as possible.

Insurance

Fellows will be covered by the Program's insurance policies for emergency healthcare, accidents, and liability while traveling for and attending required Schmidt Science Fellows events, such as Global Meetings.

Fellows will need to obtain their own health, accident, and other liability insurance necessary during the Fellowship Year as they are not covered by the Program when not attending a Schmidt Science Fellows event (i.e., while on Placement). In some instances, health insurance might be offered through your host institution but may require that you receive your stipend through the host institution (and not directly) in order to qualify. It is recommended that you investigate this fully before determining your payment method of choice.

Reimbursement

Reimbursement for travel expenses incurred in line with this policy should be claimed using the form provided and sent to finance@schmidtsciencefellows.org, with scanned or pdf receipts. Expense claims must be submitted within one month of travel.

Engagement and Collaboration

Schmidt Science Fellows is not just a funding program. We are a Fellowship community, where a commitment to the power of interdisciplinary science and channeling ambition for the benefit of society is shared by Fellows, staff, our partners, and our network of supporters.

As a Fellow, you are expected to play an active and engaged role in our community. This includes full participation in the Global Meetings but also ensuring you engage with your cohort and the Senior Fellows through virtual meetings and online collaboration platforms.

You will be provided with a Schmidt Science Fellows' 'email for life' which acts as a forwarding mailbox. We will provide you with instructions to set this up, but every Fellow has an email in the format <initial><lastname>@schmidtsciencefellows.org, which forwards to a personal email of choice. This means you can contact any member of the Fellowship community by just knowing their first and last name and using this convention.

Your email account is read- and forward- only and you should set up the forwarding to an email address you will use in the long-term. This email address is also your login to our Google Drive space when we need to share documents with you. If you change your name during or after your Fellowship Year, please contact the Program team and we can change your email address accordingly.

We have our own bespoke online Fellowship Hub – available to all active Fellows and Senior Fellows at hub.schmidtsciencefellows.org using your Schmidt Science Fellows email and password.

The Hub is a new online platform for our community, which we launched in early 2022. The Hub is a single online location for Fellowship information, collaboration, and communication, including a Fellow directory, discussion boards, events listing, groups, scientific publications library, Program information, and more. We encourage cohorts and interest groups to organize their own discussions and activities through the Hub and can provide help to make this happen. We want the 2022 cohort to play an active role in refining and developing its features – we want to hear your feedback and suggestions for new features.

Fellowship Support

Our Fellowship Support office exists to maximize your opportunities for success during your Fellowship Year by working with you to reduce obstacles, help you engage with other Fellows, make connections, and to provide support when needed through any significant personal challenges.

Colleagues work closely with the Academic Council Mentors to provide a seamless service to you, covering the scientific advice and guidance mentoring offers with practical and operational support.

The Program has developed policies that outline the support you can access should you need it for:

- Family Leave
- Long-term Sick Leave
- Mental Health and Wellbeing

These policies are included in this Handbook as Annexes and include the process to apply for support.

Intellectual Property

You should follow the Intellectual Property guidance of your host institution and comply with all of their requirements.

Schmidt Science Fellows does not make any claim to the intellectual property arising from your research during your Placement.

We require you to acknowledge the support you receive from the Program and to inform us of any patents, spinouts, capital raised, or policy impact from your work.



Communications Requirements

We are keen for you to talk about and promote your experiences, progress, and achievements as a Schmidt Science Fellow. In fact, the Program requires you to affiliate yourself as a Schmidt Science Fellow and to acknowledge the Program's support – but we also require you to be sensitive to your profile as a representative of the Program and our sponsors.

You should acknowledge your status as a Fellow and the Program as the source of support in all promotional activity, dissemination, and publications. This should take the form:

- Individual Fellows during their Fellowship Year are referred to as a “Schmidt Science Fellow”
- Source of support for publications during the Fellowship Year and thereafter for research derived from the Fellowship Year - “Supported by Schmidt Science Fellows, in partnership with the Rhodes Trust”

Public communications activities, including media releases, must be shared with us in advance of release or publication to allow the Program to promote through its own channels.

We may want to provide a quote or comment for inclusion in any release or editorial copy that relates to you and your work and ask you to work with us to facilitate this.

We can provide you with the Schmidt Science Fellows logo and branded materials to help you acknowledge Program support, in addition to advice from our team. However, you are not permitted to use the Schmidt Science Fellows, Schmidt Futures, or Rhodes Trust logos without express written permission.

You must ensure you do not appear to be representing or speaking for the Program, Schmidt Futures, the Rhodes Trust, Eric Schmidt, Wendy Schmidt, or any associated person or organization in any forum.

Confidentiality

You are required to maintain the confidentiality of the Program, Program partners, and key principals at all times during your Fellowship Year and thereafter. This does not restrict your academic freedom or contradict with communications expectations but is intended to include information shared at Program private events and intellectual property privately shared by others.

Lifelong Fellowship

Once selected as a Schmidt Science Fellow you join a lifelong community of scientists and supporters who share a common belief in the power of interdisciplinary science. Through collaborating, sharing experiences, and interacting with new concepts through your Fellowship you will forge bonds with other Fellows and build networks with the scientists, thought leaders, and other experts that you will meet.

We are committed to supporting, guiding, and challenging our Fellows throughout their careers to achieve more than they could as scientists on their own.

At the end of your Fellowship Year, you will become a member of the Schmidt Science Fellows alumni community of Senior Fellows. Our Senior Fellows are provided with opportunities, support, and ongoing connections to ensure their continued development and success as interdisciplinary science leaders. Fellows engage in mutual peer-support and ongoing, career-stage-relevant professional development, to deliver a greater positive impact on the world through further access to international networks, and to advance the Program's vision for interdisciplinary science.

Senior Fellows retain their Schmidt Science Fellows email address for life, with continued access to our collaboration and networking platforms. Senior Fellows will also continue to have access to their Academic Council Mentor and will be invited to share their experiences and expertise with new Fellows.

Our Senior Fellows programming provides Senior Fellows with ongoing opportunities to convene in person to engage with their cohort, the wider Fellowship community, and to participate in activities to support their career development over time. This includes an annual Conference, regional groups and events, collaboration initiatives, and programs for Senior Fellows to mentor new Fellows.

We will retain your personal information on the completion of your Fellowship Research Placement for the purposes of delivering Senior Fellows programming, facilitating the Fellowship network, and enabling evaluation of Program objectives. We ask Fellows to let the Program know when their contact details change by updating the Fellows Hub or contacting fellows@schmidtsciencefellows.org, so that we can update our records accordingly.

Annex A

Family Leave Policy for Fellows

1. Purpose and scope

1.1. This policy covers Schmidt Science Fellows (hereafter “Fellow/s”) in receipt of active support from the Schmidt Science Fellows program at any stage of the Fellowship Research Placement (hereafter “the Fellowship”). This policy has been reviewed to ensure it is applicable across the range of national and regional jurisdictions where Fellows may be located.

1.2. Our aim is to provide support for Fellows to enable them to maximize the impact of their Fellowship, irrespective of personal family circumstances. Fellows are not employees and are located throughout the world, in association with host institutions. The Schmidt Science Fellows program recognizes that our Fellows will have family commitments and that sometimes this may impact upon their ability to participate fully in the program. Our Family Leave policy aims to be flexible and adaptable, within clear principles, to provide the most appropriate financial and logistical support for each individual circumstances.

1.3. All Fellows in receipt of direct support from Schmidt Science Fellows are eligible for the Family Leave detailed in this policy, regardless of genders or caregiver status (primary/secondary). The details of all Family Leave requests will be handled sensitively and flexibly within the framework of this policy to provide the most appropriate support for each Fellow and their dependents.

1.4. We wish to attract and support the best interdisciplinary science talent to the program, to ensure each individual is able to maximize the opportunity presented by a Fellowship, and to make the greatest contribution to delivering our program vision.

1.5. This policy is non-contractual and may be amended or withdrawn at any time. Family leave is offered on a discretionary basis and each request will be considered fairly with regards to the particular circumstances of each case.

2. Procedure

2.1. A Fellow requiring a Family Leave break from the program should contact the Executive Director in the first instance.

2.2. Requests and queries will be managed in confidence and in accordance with any applicable Data Protection Policy and Privacy Notice.

2.3. Fellows should provide an initial indication of the length of leave they expect to take, although this is in no way binding. However, once a period of leave is agreed we expect Fellows to inform the Executive Director (or any other individual the Fellow has been directed to liaise

with in relation to their leave) in good time in the event they wish to reduce or extend the period of leave or the Fellow's circumstances have changed in a material way relevant to their leave (see 6.2 below).

3. Family Leave Eligibility for Fellows

3.1. Normally, any Fellow in receipt of active support from the program is eligible for a break from their Fellowship Research Placement and program requirements of between 1 month and 12 months for the purpose of caring for dependent immediate family members ("Family Leave")

3.2. Normally, this Family Leave may be taken in a single period or an agreed number of multiple blocks of time not exceeding a total of 12 months. In the event where a Family Leave break of three months or more is required before the commencement of the Fellowship period, the program would defer a Fellowship to a later year.

3.3. Ordinarily only one request for Family Leave (either for one block or a number of multiple blocks, not exceeding 12 months) in relation to the same event (e.g. birth or adoption of a particular child) can be made in each Placement period, whether the program will grant an additional request in relation to the same event is entirely discretionary.

3.4. Family Leave cannot ordinarily be requested or commence within the final six weeks of a Fellow's placement.

3.5. Breaks of less than one month are required to be managed within a Fellow's normal work flexibility.

3.6. Circumstances anticipated where taking a period of Family Leave may be appropriate include, but are not limited to, leave for the birth or adoption of a child for whom the Fellow will have parental responsibility, caring responsibility for a dependent, or long term sickness of a dependent or partner.

3.7. In the event that multiple Fellows seek access to the provisions of this policy to care for the same dependent (for example where Fellows share parental responsibility for the same child), all non-financial benefits (such as time off) will ordinarily apply to those Fellows but only one Fellow may claim supplementary stipend payments (see below), as applicable.

3.8. Each Fellow's circumstances will be discussed with the individual to ensure that this policy is implemented in the way that most appropriately supports their needs, their family, their long-term interests as a Fellow, the aims of the program and, to the extent appropriate, taking into account any provision or support available from any host institution.

4. Stipend payments for Fellows

4.1. Regular stipend payments to Fellows will ordinarily be suspended for the duration of any agreed period of Family Leave. Any balance of stipend payments will resume on a prorated schedule once the Fellow returns to the program.

4.2. A Fellow taking a break for Family Leave of between one to three months will be entitled to a maximum supplement equivalent to \$25,000 for the quarter, pro-rated for periods less than three months. There will be no requirement for repayment by the Fellow. Family Leave breaks of three to 12 months receive no further stipend in addition to the \$25,000.

4.3. For example, a 2022 Fellow taking three months or more Family Leave after six months on the program would have a stipend payment schedule as follows:

- Regular payments received - \$50,000 (initial stipend of \$25,000, second payment of \$25,000)
- Family Leave payment – capped at \$25,000
- No further stipend payments for the remaining Family Leave
- Regular payments resume on return to the program - \$50,000 (balance of regular stipend, payable as \$25,000 and \$25,000)

4.4. Where a Fellow is receiving their stipend through their host institution, the program will liaise with the institution to ensure – to the extent possible - that any arrangement with the host institution will be (at minimum) equivalent to the benefits of this Family Leave policy, and the associated payments as explained in the example above.

4.5. Fellows should not receive program benefits in the event that institutional provision would meet or exceed the level the program would provide, but the program will ordinarily fund the incremental difference should an institutional benefit have a lower value than the program's provision.

4.6. Fellows should also ensure they receive all relevant national or local government benefits applicable to their circumstances and entitlements and should seek their own advice in relation to this.

5. Global Meetings

5.1. Fellows can normally expect to attend three Global Meetings in addition to an announcement/welcome and wrap-up session during the period of active Fellowship. These are held at international locations periodically at dates advised to each cohort. Should a requested period of Family Leave entail a Fellow missing one Global Meeting that they would otherwise be committed to attend, the program will require and support them to attend the corresponding Global Meeting in the following year. However, in the event of a Fellow missing two or more consecutive in-person Global Meetings, the program will require and support them to attend all of the Meetings in the following year (in addition to any Global Meetings they were able to attend in the previous year), to provide the opportunity for them to develop relationships within a cohort environment.

5.2. If a Fellow would prefer to join a specific Global Meeting while on Family Leave and if this does not cause any detrimental impact, the Program will support this in the interests of maintaining Fellowship community and this will have no impact on the ongoing Family Leave.

6. Mentoring and keeping in touch

6.1. Fellows on Family Leave will continue to have access to Academic Council mentoring and program Fellowship Support services on request. The program will continue to share all regular communications with the Fellow but will not require engagement with the Program during Family Leave, other than at least one mentoring session before their planned return.

6.2. Fellows on Family Leave are required to inform the program of any changes to their expected return date.

Last revised – February 2022

Annex B

Long-term Sick Leave Policy for Fellows

1. Purpose and scope

1.1. This policy covers Schmidt Science Fellows (hereafter “Fellow/s”) in receipt of active support from the Schmidt Science Fellows program at any stage of the Fellowship Research Placement (hereafter “Fellowship”). This policy has been reviewed to ensure it is applicable across the range of national and regional jurisdictions where Fellows may be located.

1.2. In the unfortunate event that a Fellow is seriously unwell or injured such that this prevents them from undertaking the requirements of the program or their placement for more than one month, the Fellow will receive support in accordance with the terms of this policy to take leave from the Fellowship in which they are participating.

1.3. Fellows are not employees of the program and are located throughout the world, in association with host institutions. Our long-term sick leave policy aims to be flexible and adaptable, within clear principles, to provide the most appropriate financial and logistical support for each individual circumstance.

1.4 This policy is non-contractual and may be amended or withdrawn at any time. Sick Leave is offered on a discretionary basis and each request will be considered fairly with regards to the particular circumstances of each case.

2. Procedure

2.1. A Fellow seeking to take a period of sickness absence will normally be expected to have discussed their situation with their placement PI in the first instance. Should a medical practitioner issue a Fellow with certification that they should not work for one month or more then they should inform the Executive Director of this without undue delay. Fellows must provide a copy of their medical certificate, including information on the start date of absence from the lab and program, and expected or estimated duration of absence. If a Fellow does not comply with the requirement to notify the Executive Director (as above) or comply with any other reasonable requests concerning the implementation of this policy, they may not be entitled to benefit from the provisions of this policy.

2.2. Requests and queries will be managed in confidence and in accordance with any applicable Data Protection Policy and Privacy Notice.

3. Long-term sick leave eligibility for current Fellows

3.1. Providing the criteria and procedure described above at section 2 is met the Fellow will ordinarily be entitled to support under the provisions of this policy. The period of sick leave will begin as notified on the initial medical certificate.

3.2. Support for absence from the program for long-term sickness would normally be limited to a maximum of 12 months cumulatively, over the duration of a Fellow's Fellowship.

3.3. In the event that a Fellow is certified long-term sick necessitating more than three months' absence before beginning their Fellowship Year, the program will normally propose deferral until a later Fellowship Year.

3.4. Sickness absence of less than one month is normally required to be managed by a Fellow and their PI within usual work flexibility and in accordance with the PI's own policies and procedures.

3.5. Each Fellow's circumstances will be discussed with the individual to ensure that this policy is implemented in the way that best and most appropriately supports their needs, their long-term interests as a Fellow, the aims of the program and, to the extent appropriate, taking into account any provision or support available from any host institution.

4. Placement

4.1. A Fellow on long-term sick leave will be expected not to work, even remotely. Where possible, the program will extend the placement period of any Fellow requiring long term sick leave of more than one month by the equivalent period of time to enable the completion of placement projects (up to a maximum of 12 months).

5. Global Meetings

5.1. Global Meetings are held at international locations periodically throughout the Fellowship Year. Should a period of long-term sick leave which has been notified to the Executive Director (as above) entail a Fellow missing one Global Meeting that they would otherwise be committed to attend, the program will require and support them to attend the corresponding Global Meeting in the following year.

5.2. However, in the event of a Fellow missing two or more Global Meetings due to long term sick leave, the program will require and support them to attend all of the Meetings in the following year (in addition to the Global Meetings they were able to attend in the previous year), to provide the opportunity for them to develop relationships within a cohort environment.

6. Stipend payments for Fellows

6.1. Regular stipend payments to Fellows will ordinarily be suspended for the duration of any period of long-term sick leave. Any balance of stipend payments will resume on a pro-rated schedule once the Fellow returns to the program.

6.2. A Fellow on long-term sick leave of between one to three months will be entitled to an additional sick leave supplement of a maximum \$25,000 for the full three months (for the duration of the Fellowship), pro-rated for periods less than three months.

6.3. Long-term sick leave of three to 12 months does not entail further additional stipend. For example, a 2021 Fellow taking three months or more sick leave after six months on the program would have a stipend payment schedule as follows:

- Regular payments - \$50,000 (initial stipend of \$25,000, second payment of \$25,000)
- Long-term sick leave payment – capped at \$25,000
- No stipend payments while on the remainder of long-term sick leave
- Regular payments resume on return to the program - \$50,000 (balance of regular stipend, payable as \$25,000 and \$25,000).

6.4. Where a Fellow is receiving their stipend through their host institution, the program will liaise with the institution to ensure – to the extent possible - that any arrangement with the host institution will be (at minimum) equivalent to the benefits of this policy, and the associated payments as explained in the example above.

6.5. Fellows should not receive program benefits in the event that institutional provision would meet or exceed the level the program would provide, but the program will ordinarily fund the incremental difference should an institutional benefit have a lower value than the program's provision. Fellows should also ensure they receive all relevant national or local government benefits applicable to their circumstances and entitlements and should seek their own advice in relation to this.

7. Mentoring and keeping in touch during sick leave

7.1. Fellows on long-term sick leave should expect to be contacted from time to time by their Academic Council Mentor in order to discuss their wellbeing, expected length of continued absence, appropriate plans to stay up to date with their host lab and, when appropriate, return to work plans. Such contact is intended to provide reassurance and will be kept to a reasonable minimum. A meeting with a Fellow's Academic Council Mentor is required before a Fellow returns to work. If a Fellow has any concerns or if there are any material changes relevant to long-term sick leave (whether about the reason for their absence or their ability to return to the program, for example), they should contact their Academic Council Mentor as soon as reasonably practicable.

Last revised – February 2022

Annex C

Fellows' Mental Health and Wellbeing Policy

Mental health and wellbeing difficulties can affect any individual at any time in their life. We recognize that transition periods can pose particular difficulties and potential issues may arise for the first time or pre-existing issues may recur.

Our aim is to provide an environment where every Fellow is able to maximize the opportunity of their Fellowship. We aim to promote and support positive mental health and wellbeing amongst our Fellowship community and to increase awareness of mental health issues and the importance of wellbeing throughout a research career. Indeed, we believe that learning to prioritize wellbeing and supporting one's mental health is an important professional development skill and one which we want to promote during the Fellowship Year and beyond.

This policy outlines the expectations on our staff, Academic Council members, and Fellows, the support available, and how to access it. This policy is not contractual and may be amended from time to time.

Definition

According to the World Health Organization (WHO), mental health is “a state of wellbeing in which the individual realizes his or her own abilities, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to his or her community¹”. Mental health problems can have a wide range of causes, including both biological and environmental.

What we will do

The program aims to provide an environment where all members of our Fellowship community should feel safe and supported. Our programming, requirements, and policies will reflect the aims of this policy.

We will provide guidance through briefings, one-to-one meetings, mentoring sessions, and the Fellows' Handbook to reassure Fellows and manage concerns around unreasonable expectations of what it means to be a Fellow.

Academic Council Mentors are available to discuss the pressures of the postdoctoral placement, concerns about research group relationships, and future career plans. Mentors can discuss general personal issues, but this is not a specific area of expertise or training, and the nature of the usually virtual mentoring meetings limits what a Mentor can do. Mentors will advise and

¹ World Health Organization. Promoting mental health: concepts, emerging evidence, practice (Summary Report) Geneva: World Health Organization; 2004.

encourage a Fellow to seek professional support if they are concerned. As a general principle, the matters discussed between a Mentor and Fellow should be treated as strictly confidential and the Fellow's consent should be sought before information is shared.

However, if a Mentor is concerned about the mental health and wellbeing of a mentee Fellow to the point that they believe the immediate health or personal safety of the individual or others is at risk, they will report this to Fellowship Support staff and the Executive Director. Mentors and relevant program staff may then decide to contact a Fellow's emergency contact, local emergency services, or alert the placement PI as appropriate if they feel this is necessary and in the Fellow's best interests. The Fellow will be informed about the actions taken unless the Mentor believes that doing so would put them at greater risk.

Expectation on Fellows

Fellows are expected to seek professional support, through institutional or medical options, if this is the best approach for their situation. Fellows should ensure that their Academic Council Mentor and Fellowship support staff are made aware of any specific support needs, in complete confidence, to enable the program to make any reasonable adjustments.

Fellows are required to maintain updated personal and emergency contact details with the program team.

Further support

We recognize the importance of the individual being able to access professional support services as early as possible.

Fellows should, in the first instance, access relevant mental health services through their institution, health service provider, or family doctor. If this is not available to the Fellow, or the wait time to access services is excessive, then **you are entitled to reimbursement for up to 12 sessions with a licensed private psychologist, psychiatrist, or other relevant mental health practitioner advised by a medical professional.**

Further support is not guaranteed, is at the discretion of the Executive Director, and is subject to budgetary allowance. Requests for support can be made through an Academic Council Mentor, Fellowship support staff, or directly to the Executive Director. Any request will be handled in confidence.

Should a medical practitioner decide that a break from your placement is required, then the provisions of the program's Long Term Sick Leave policy will apply.

Last updated – May 2020

