**The Oxford-Celgene Fellowship Scheme – Administrative arrangements**

The Oxford-Celgene Fellowship Scheme will support 3-4 fellows per year. Both scientists and clinicians are eligible.

**Appointment process:**

Fellows will be hired through the relevant departments following the selection of projects, proposed by PIs, by the joint Oxford-Celgene Fellowship Scheme review panel. It is anticipated that fellows will be in post as soon as possible following project selection and contracting – however in special circumstances this can be delayed up to 6 months. For HR purposes it is possible for a prospective fellow to be named on the award.

Applications are made through IRAMS providing a basic budget breakdown in the online application form. All budget information needs to be obtained through an X5 costing created by the hosting Department. The application template can be downloaded from the relevant IRAMS award page.

**Each Oxford-Celgene Fellowship includes the following:**

* 3 year’s salary (Grade 7/8 or E64) at full economic cost
* £20,000 consumables and £5,000 travel budget per annum
* DPhil fees may also be covered for a clinical fellow

**Fellowships do not include:**

* Recruitment advertising costs
* Principle Investigator costs

**When to recruit?**

If you do not have a named fellow on your application and you are successful, we strongly recommend waiting until the project agreement with Celgene is finalised and signed by all parties before recruiting for a fellow. This process can take around 12 weeks from notification of the award.

For projects without a named fellow – you could expect a project start date of 01 January 2020.

For projects **with** a named fellow - you could expect to have a project start date of 01 October 2019.

**Contracts**

We endeavour to ensure the contracting process is as smooth and fast as possible and provide guidance at the notification stage as to how you can help to move the project through contracting efficiently.