**SSA Academic Fellowship ‘role description’ and expectations**

* The Fellowship offers financial and mentoring support to postdoctoral researchers in their specialist addictions research area in order to support them to develop an independent research career within the addictions field.
* Fellowship support is to enable the Fellow to work and develop their academic careers within the addictions field, and to be part of a body of Fellows (current and former) who contribute to advancement of understanding in the field.
* Fellows are expected to represent the Society appropriately and to take opportunities to promote the activities and aims of the Society at all public events (e.g. Conferences, in research dissemination and by using an e-mail signature which declares SSA funding support and similarly on websites and research related material or publicity).
* Fellows are encouraged to seek national and international collaboration within their specific field of expertise. The formation of collaborative research meetings, research groups and collaborative research applications as a result of networking activities supported by fellowship funding are encouraged.
* On appointment Fellows will be assigned a link-person within the Society, with whom they will agree an appropriate schedule of communication between the Fellow and the Society link-person, so as to ensure proper communications. New Fellows will become part of the Fellows peer group and will also have opportunity to attend meetings of the SSA Trustees.
* Fellows will agree with their named institutional supervisor the appropriate training and dissemination activities in relation to their individual programme of work.
* Fellows have available research support funds of up to £20,000 over the duration of the fellowship, to support research related activities, research costs not covered by external grant funding or the host university, and for relevant networking and dissemination activities. Fellows will be responsible, in consultation with their named institutional supervisor, for ensuring that need is appropriately identified and funds are appropriately spent in support of the Fellow’s programme of work. All expenses should be agreed with the SSA via the Chief Officer prior to expenditure.
* Fellows will provide an annual report of progress. This will follow a set format and give a full account of research activity over the last 12 months. Fellows will also produce a shorter six monthly report of progress to the SSA. This will follow a set format (e.g. brief narrative summary of progress accompanied by a list of accepted publications, conference presentations and grants awarded during the preceding period), to be available on the SSA website.
* Fellows will contribute generally to the wider reputation of the Society as well as, specifically, to the planning and delivery of the Society’s annual conference and to the Society’s web-profile, in collaboration with the Trustees overseeing such work.
* Any significant changes to the Fellowship planned programme of work should be discussed and agreed between the Fellow and her/his SSA linked-person in advance, with more substantial changes considered by the Society Executive.