

University Research Fellowships 2010

The University Research Fellowships scheme aims to provide outstanding scientists, who should have the potential to become leaders in their chosen field, with the opportunity to build an independent research career. Those appointed are expected to be strong candidates for permanent posts in universities at the end of their fellowships. This scheme is very competitive with an average success rate of 5%.

Important changes: please note the following which apply to this new round

- The deadline for applications has been brought forward to 17 September 2009
- We no longer require the upload of significant publications. Instead applicants are requested to highlight them on their publication list
- We have reinstated the submission of nominated (personal) references to be submitted as part of an application.

Subjects covered: Natural sciences (including agriculture, mathematics, technology, medical and engineering sciences).

Eligibility: Applicants must have a PhD or equivalent research experience by the time they apply, we will not accept applicants who have just submitted their PhD. Applicants are expected to be at an early to mid-stage of their career. As an example, you could have had between one and three post doc positions.

At the time of application, applicants must either:

- be a citizen of the European Economic Area (EEA), ie European Union, Iceland, Norway or Liechtenstein; or a Swiss citizen
- or have a relevant connection to the EEA or Switzerland (a relevant connection can be established if an individual has a PhD from a university in the EEA or Switzerland, or has worked as a research scientist in a university or research institute in the EEA or Switzerland for at least the past two years, or has done so before taking up an appointment outside the EEA or Switzerland).

Persons holding a permanent post in an EEA or Swiss university or not for profit research organisation will not be considered (includes UK).

Length of tenure: Initially funding is provided for five years – followed by an extension of three years. In exceptional circumstances the Society can consider a further extension taking the fellowship to a maximum of 10 years.

Available from 1 October 2010.

Place of tenure: Fellowships must be held in a UK university or not-for-profit research organisation (except for Research Council Institutes).

Value: Provides funding to cover the research fellow's salary costs, estates costs and indirect costs. Under the full economic costing model, 80% of these costs will be met by the Royal Society. Research expenses (up to £13,000 for the first year and up to £11,000 annually thereafter) will also be provided. The Research Fellowship provides researchers with maximum flexibility and can be held part-time, and allows sabbaticals, secondments or international experience. Successful applicants will be able to apply, competitively, for a £15,000 Research Grant from the Society.

Number offered: Varies. Approximately 30 each year.

Closing date: 17 September 2009. It is expected the results of the competition will be available around May 2010.

Applications can only be submitted online on the Royal Society's e-GAP system: <https://e-gap2.royalsociety.org>.

Applications cannot be submitted on paper. For further information please contact the UK Grants Section, as below.

1 General information

It is recommended that you take particular note of the following points:

- **Personal details:** Once logged on to e-GAP and before starting your application, click My Details at the top of the page. Please ensure that this information is up to date.
- **Automatic log-out:** You are advised to save your work regularly to prevent accidental loss of text. In particular you should be aware that if the system does not detect any activity for 3 hours it will log out and **everything that has not been saved will be lost**. Please note that typing and moving between *tabs* within an application is not considered an activity, you need to have pressed the save button or have moved from one *page* to another.
- **Multiple sessions:** You should not have multiple browser windows/tabs of your application open at the same time as this may cause information to be lost. Only one user should edit an application at a time, otherwise changes might be lost.
- **Character limits:** When completing boxes that have a restricted length (note that it refers to characters and not words and that the count includes spaces) you should note that **if you exceed** the specified amount you will not be able to save when you press the save button. You should type the text for the longer-length boxes in a word processor. You will then be able to check the character limit and paste it into e-GAP. You will then still have a copy of the text to return to in the word processor. **The character limit applies to text boxes, the page limit to pdfs.**
- **Plain text:** If entering plain text, please avoid using symbols as some may not be accepted by e-GAP. You should generate and view a pdf of your application to check that the application appears as you want it to.
- **Uploading pdf documents:** When uploading pdf documents, please add your name and a heading at the top of **every** page to show what the document is, eg personal statement, list of publications, etc. Please avoid uploading documents containing illustrations with fine details or colour as this can cause problems when creating a pdf of the application. Please note we will only print your applications in black and white.
- **Email addresses:** The e-GAP system relies heavily on automatic email contact. It is **essential** that you ensure you enter **accurate** email addresses where requested as it may cause considerable delay in the submission/processing of your application if any of these are incorrect. You cannot make changes to email addresses after your application has been submitted for approval.
- **Submission** You will not be able to submit your application until you have completed each section in full. You should submit your application for approval by a designated approver at your host organisation at least **5 working days** before the closing date to allow for your host organisation's administrative procedures.
- **Application sharing** You can let other e-GAP users view your draft application, in advance of submission, by providing their email address and entering the permissions you want them to have. They will be able to log in using their existing password and also see and, depending on permissions, amend your application. If you choose to do this, the sharer needs to click on My Applications once they have logged on to see *your* application.
- **Application deletion** You can delete your application at any time although it is often a lot easier to just re-edit your existing application. You will be able to recover a deleted application for a period of 7 days after deletion. After this it will be permanently removed from the system.
- **Application returned for editing** The approver can return your application to you for further editing (see under Item 3)
- **Guidance:** In the tables below you will find in the left-hand each question as set out in the application sections and in the right-hand column useful guidance on its completion.

- **Further clarification** If any of this advice is unclear, or you need further information, please do not hesitate to seek clarification from the Royal Society UK Grants Team (contact details at the end of these notes).

PLEASE NOTE THAT IT IS ESSENTIAL THAT YOU CREATE A PDF OF YOUR COMPLETED APPLICATION, AND CHECK IT THOROUGHLY, INCLUDING EMAIL ADDRESSES AND UPLOADED PDF FILES, BEFORE SUBMITTING IT FOR APPROVAL BY YOUR HOST ORGANISATION. IT MAY NOT BE POSSIBLE TO RECTIFY MISTAKES IN TIME FOR THE DEADLINE.

CHARACTER LIMITS APPLY TO PLAIN TEXT ONLY. PAGE LIMITS APPLY TO PDFs ONLY

2 Completion of application

Questions asked on e-GAP forms

Guidance on completion of forms

Personal details

Title, Initials, Names, etc	Please take care to complete this accurately. Errors in this section can cause difficulties in the processing of your application.
Nationalities	Click Add nationality to choose. To select more than one nationality click Add nationality again
Residency eligibility Are you a citizen of the European Economic Area (EEA)? If you are <i>not</i> a citizen of the EEA, do you have a relevant connection to the EEA: Do you have a PhD from a university in the EEA? <ul style="list-style-type: none"> • Please give details of which university and country Maximum 400 characters (including spaces). If you do not have a PhD from a university in the EEA, have you worked as a research scientist in a university or research institute in the EEA for at least two continuous years (at the closing date) or have you done so before taking up an appointment outside the EEA? <ul style="list-style-type: none"> • If so, please provide details with dates, employers and positions, eg research at the University of Newcastle October 1999 – June 2004. Maximum 400 characters (including spaces). 	If you are a citizen of the EEA, you do not need to answer the further questions. You must have a relevant connection to the EEA, if you are not a citizen. You should answer the first and second question and then either provide details of your PhD in the EEA, or career in the EEA. Applicants providing details of positions held in the EEA should ensure that they supply precise dates (month/year) and a full explanation (including title of post(s) held and at which university). Swiss citizens are also able to apply as they have similar rights to those in the EEA.
Web address, email, phone, etc	If your email is incorrect, please update this field in the “My details” part of the system

Career summary

<p>Publications. Please provide a full list of publications in reverse chronological order. State 'None' or give particulars. If appropriate, give the publisher or URL, including any password, where each publication may be obtained.</p> <p>Most significant publications Please clearly identify your 2 most significant publications with asterisks or by highlighting the titles in bold text.</p> <ul style="list-style-type: none"> • PDF file Portrait orientation A4. • Plain text Unlimited text. 	<p>Your list should have two sections: (i) refereed papers in primary journals, (ii) contributions to symposia and compiled volumes (refereed only).</p> <p>Do not include publications or articles that are in draft or only submitted for publication or have not been peer reviewed. The selection panel have specifically requested that these should not be included.</p> <p>If your field of research differs in any way from normal conventions, eg lead author first and publications in journals being the main gauge of success, please provide a brief explanation at the top of your publication list.</p>
<p>Personal statement Please provide a personal statement about your qualifications, research career to date and aspirations in the long term. Give details of all appointments in reverse chronological order stating if part-time (and percentage part-time) when necessary.</p> <ul style="list-style-type: none"> • plain text Maximum 3,500 characters (including spaces). 	<p>Please ensure that you provide the information in reverse chronological order as requested and it is essential that you provide full details of any periods of part-time working as your eligibility may depend on the accuracy of this information. You should state why the aims of this fellowship will be beneficial to you at this stage in your career.</p>
<p>Present employer State the organisation name of your current employer. Maximum 100 characters (including spaces).</p>	<p>Please enter its official name (eg <i>University of Bath</i> rather than <i>Bath</i>).</p>
<p>Present department State your current department (eg <i>Department of Astrophysics</i>). Maximum 100 characters (including spaces).</p>	
<p>Present basic salary State your current basic salary (GBP) and scale (if applicable). Maximum 100 characters (including spaces).</p>	
<p>Present salary enhancements Provide information on other salary enhancements. Maximum 200 characters (including spaces).</p>	<p>State 'None' or give details eg <i>London allowance, housing allowance, benefits from college fellowships</i>.</p>
<p>Present position end date State when your present grant, contract or other support is expected to finish.</p>	<p>If not applicable, just enter 30/09/2009</p>
<p>Present position description Please describe the nature of your present employment including source of support. Maximum 200 characters (including spaces).</p>	<p>Please give the title of your present role including the source of funding, eg <i>Postdoctoral Research Assistant (supported on EPSRC grant to Professor AN Other)</i>.</p>
<p>Is this position permanent Please confirm that you do not hold a permanent post in a university in the European Economic Area.</p>	<p>Please note this is essential to assess your eligibility.</p>
<p>PhD key dates</p> <ul style="list-style-type: none"> • PhD submitted date (or expected date) • PhD awarded date • First post doctoral position date 	<p>Please complete all three dates in dd/mm/yyyy format. You may estimate a date if you cannot remember.</p>
<p>Pending applications Has any grant been promised or other applications made, eg for personal salary, research support, salaries of</p>	<p>You do not have to mention applications for other similar research fellowships although this information will be helpful.</p>

assistants, etc? State 'None' or give details and expected date when results may be known. Maximum 1,000 characters (including spaces).	
Where did you hear about this scheme	
Existing grants Do you hold any research grants etc or have other sources of research support? State 'None' or give particulars. Would these continue if you received this fellowship? Maximum 1,000 characters (including spaces).	

Organisations

<p>Host organisation Please select your proposed host organisation (where the research will be carried out). All applications must be approved by the host organisation authorities eg research grants office, finance department, etc. The approving department will receive email notification once you have completed your application and submitted it for approval. They will be asked to provide approval and then submit the application to the Royal Society. They will contact you directly if any changes are required before final submission to the Royal Society.</p> <ul style="list-style-type: none"> If there is more than one department that approves grant applications at your host organisation, you will be asked to select the department in a second step. 	<p>The majority of appropriate establishments appear in the drop-down list but, if your proposed organisation is not there, please contact the Royal Society.</p> <p>Please be aware that it is your responsibility to ensure that you complete your application in time for the host organisation to process it and provide their approval by the closing date. Once they have checked your application they will contact you if any changes are required. It is recommended that you allow at least five working days for this process.</p>
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Proposal

Subject group and subject	Please select the group that most closely reflects your area of research and then a more specific subject.
<p>Project title:</p> <ul style="list-style-type: none"> Full title (maximum 80 characters) 	Please ensure that the title is within the specified length (remember that spaces should be included in the count).
<p>Scientific Abstract</p> <ul style="list-style-type: none"> Plain text Maximum 3,500 characters (including spaces) 	Please provide a short abstract for your research proposal. It should include key words relating to your research.
<p>Research proposal Please describe the nature of your proposed research including aims and a brief plan of the investigation.</p> <ul style="list-style-type: none"> PDF file Two pages portrait orientation A4. If the page length is exceeded the text will be truncated by the Society. Please do not use a text size smaller than Arial 10 plain text Maximum 8,000 characters (including spaces). 	In providing the details of your proposed research project please include a description of the experimental methods and techniques you will be using, together with an indication of milestones/time-scales for the various components. Please also bear in mind that, although it is intended that your application will be viewed mostly on screen, there may be occasions when your application has to be photocopied in black and white and consequently illustrations and photographs with fine detail or in colour are best avoided.
<p>Comply with policy on use of animals</p> <p>Please confirm that the project will comply</p>	If this is relevant to your work you must read and comply with the statement before you tick either of these

with the 'Statement of the Royal Society's position on the use of animals in research 3/02'.	boxes. (The statement is online in pdf format at http://royalsociety.org/displaypagedoc.asp?id=11471)
Comply with Policy on use of Non-Human Primates	Please confirm that the project will comply with the 'Guidelines on primate accommodation, care and use' which the Royal Society has signed up to (http://www.nc3rs.org.uk/page.asp?id=277). If this is relevant to your work you must read the guidelines before you tick either of the boxes.
Lay report Please provide a lay summary of your proposed project. This should be understandable by an A-level science student. You should explain why you have chosen to work in this subject area and what it is about your proposed research that you find particularly exciting, interesting or important. Please also explain the potential impact or wider benefits to society of your research. <ul style="list-style-type: none"> • plain text Maximum 3,500 characters (including spaces). 	Please ensure that you follow the instructions about the level of expertise and other information required in this report. The reviewers place significant importance on this part of the application.
Host organisation justification <ul style="list-style-type: none"> • plain text Maximum 1,000 characters (including spaces) 	Please provide a short statement justifying your choice of host institution (ie, why is it best suited to your research and career?).
Host department Please provide the name of the proposed department at your host organisation where you will hold the fellowship.	Please enter the official name (eg <i>School of Chemistry</i> rather than <i>Chemistry</i>).

Financial details

(General information)	<p>The Royal Society will fund 80% of the salary, directly allocated and indirect costs under the full economic costs model (FEC). Research expenses will be funded at 100%.</p> <p>Applicants must consult with the appropriate financial administrators before completing these details.</p> <p>Please provide details of the funding required for each year of the research fellowship under the relevant headings. Note that year 1 = first year of fellowship from 1 October 2010. In the Duration (years) field lower down the page, please select 5 and then 5 columns will appear for you to complete.</p> <p>Please include indexation for each year of the research fellowship. This should include the standard annual salary increase (based on local salary scales) in addition to cost of living increases. Note: the Society insists that the cost of living increase used should be 3 per cent.</p>
Directly incurred costs	These are costs that can be explicitly identifiable as arising from the research fellowship. The university must have an auditable record for these costs.
Basic salary	<p>State your required basic salary for each year of the renewed research fellowship.</p> <p>This salary should be at a level commensurate with your</p>

	<p>skills, responsibilities, expertise and experience. It is expected that requested salaries will be comparable to post-doctoral researcher or early stage lecturer salary scale points. The Society reserves the right to provide support at a different level if it is considered appropriate.</p> <p>No other salaries can be requested as part of this research fellowship. No other salaries can be requested as part of this research fellowship.</p>
On costs	Please indicate the funding required for employer's oncosts eg employer's National Insurance contributions and employer's pension contributions.
London Allowance	Where appropriate, and if not included in basic salary, please give details of any London weighting allowance.
Research expenses	Up to £13,000 in year 1 and up to £11,000 IN TOTAL in each other year.
Consumables	Funding for essential consumables may be requested.
Equipment	Funding may be requested for the purchase of specialised equipment (including the cost of installation, spares or software procurement and the cost, during the year, of maintenance, relocation or rental/access charges specifically related to the newly purchased equipment).
Travel within UK/travel outside UK	<p>Travel costs should be based on the most suitable and economical form of travel. Costs for attendance at conferences may be included, where attendance will be of direct benefit to the research.</p> <p>A maximum of 50% of the annual research expenses claim can be spent on travel. If you are requesting less than £6,000 in any one year, than the travel part can be up to £3,000 (ie possibly more than 50%).</p>
Other expenses	<p>Other expenses may include field trip expenses (including fieldwork fees/subjects/informants), animal costs, animal and plant license fees, software licenses, etc.</p> <p>Funding for costs related to public communication can also be requested. The Society is keen to encourage activity in this area.</p> <p>Facilities costs cannot be requested as part of this research fellowship.</p> <p>Any request for other expenses must be fully justified in stage 4.</p>
Directly allocated costs	The costs of resources that will be used by you that are shared by other research activities. These are funded on the basis of estimates.
Estates costs	<p>Please provide details of the estates costs required for the duration of the research fellowship.</p> <p>These costs may include building and premises costs, basic services and utilities, clerical staff and equipment maintenance or operational costs that have not been included under other cost headings.</p>

	Please consult with the appropriate financial administrators to obtain the relevant figure for your host organisation.
Other	Other directly allocated costs can be requested, calculated on the basis of estimates, with the exception of research and technical staff time and charge out costs for major facilities. Any request for other directly allocated costs must be fully justified.
Indirect costs	Non-specific university costs eg costs of administration, such as personnel, finance, library and some departmental services, charged across all research activities, based on estimates that are not included as Directly Allocated costs. Like estates costs, indirect costs will be calculated by your host organisation and a single figure is required. Information about the derivation or justification of indirect costs and estates costs is not required.
Start date	This must be 1 October 2010
Duration of award	This must be 5 years. The duration of the award is five years in the first instance, and may then be renewed. You should not apply for a shorter or longer duration.
Percentage full time	This should be 100%. It is possible to request to work on a part time basis at a later date.
Justification Maximum 2000 characters (including spaces).	Please fully justify all claims for equipment, consumables, travel, other expenses and other directly allocated costs. Note any relevant scheme restrictions. Funding will not be awarded without justification.

Referees

<p>Nominated Referees Please provide details of two referees who can provide confidential references for your application by the round closing date. References are a maximum of 2,000 characters including spaces.</p> <ul style="list-style-type: none"> • Referee 1 • Referee 2 	<p>Please ensure that you complete the details of your two referees accurately. Please check which email address your referees would like you to use, as they may already be registered on e-GAP, and mistakes may delay the processing of your application.</p> <p>Please check with them that they are able to provide their reference, preferably within 1 week of closing date.</p> <p>At least one referee should be someone who has worked closely with you, but the other must be external to your current research group. You should not choose both referees from your proposed host organisation, and if possible, one should be an international referee. Your named Head of Department must not also be used as a referee. Please ensure that both referees are aware that you are submitting an application and inform them that they will be contacted by email and asked to provide references via the e-GAP system.</p>
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You should send them Appendix 1 (pg 12 of these notes) when you ask them to provide their support, and advise them that the character limit is 2,000 characters including spaces.

Departmental support

Head of department Please provide details of the head of department at your host organisation. They will be contacted automatically by email. Please check that they are able to supply their statement within 1 week of the round closing date.

Click “Add HoD”. Then “Check email” allows you to check if they are registered on e-GAP. If they are not, please enter their name and title.

You then have the option to choose “Contact now” or “Don’t contact”

“Contact now” means that they can log on to e-GAP now and provide their statement, without your application being complete. You may enter a personal message and you should send them a copy of Appendix 1 below separately.

“Don’t contact” means they will only be contacted when your application has been submitted and approved, and then they can provide their reference.

Once you have chosen one of these options, you may remove the head of department or choose to “Contact” them, as described above.

Please check which email address your head of department would like to use, as they may already be registered on e-GAP and mistakes may lead to a delay in processing your application.

The head of department is expected to detail your suitability for the department and also set out their intentions for your career progression at the host organisation.

You should send them Appendix 1 (pg 12 of these notes) when you ask them to provide their support, and advise them that the character limit is 1,000 characters including spaces.

Equal opportunities

Equal opportunities The Royal Society is committed to its policy of Equal Opportunity in the provision of its grants and awards. Please help us to monitor the effectiveness of this policy by providing the following information concerning your age, gender, ethnic origin and disabilities (if any). **This information will be kept separately from the rest of your application and will not be seen by those involved in making decisions in the selection process, including referees etc.**

- Age, Gender, Ethnic origins, Are you registered disabled?
- Opt out

This section is optional; however, the Society would greatly appreciate it if you complete the details. You must **either** complete the form **or** tick the box stating that you do not want to complete the form. If you do not tick one or other of the boxes the system will regard your application as incomplete and will not allow you to submit it.

PLEASE NOTE THAT IT IS ESSENTIAL THAT YOU CREATE A PDF OF YOUR COMPLETED

APPLICATION, AND CHECK IT THOROUGHLY, INCLUDING EMAIL ADDRESSES AND UPLOADED PDF FILES, BEFORE SUBMITTING IT FOR APPROVAL BY YOUR HOST ORGANISATION. IT MAY NOT BE POSSIBLE TO RECTIFY MISTAKES IN TIME FOR THE DEADLINE.

3 Submission of application

Once you have submitted your application for approval by your host organisation, an automatic email will be sent to the host organisation approver asking them to log on to the system. You will not be able to edit your application after it has been submitted to your host organisation for approval. The host organisation approver will either approve your application, contact you to request modifications, submit it to the Royal Society, or contact you if your application has been declined. Once it has been approved an automatic email to your proposed head of department will be sent asking them to log on to the system and complete their statement of support.

Please be aware that it is your responsibility to ensure that you complete your application in time for the host organisation to process it (including requesting changes) and provide their approval by the closing date. It is recommended that you allow at least five working days for this process.

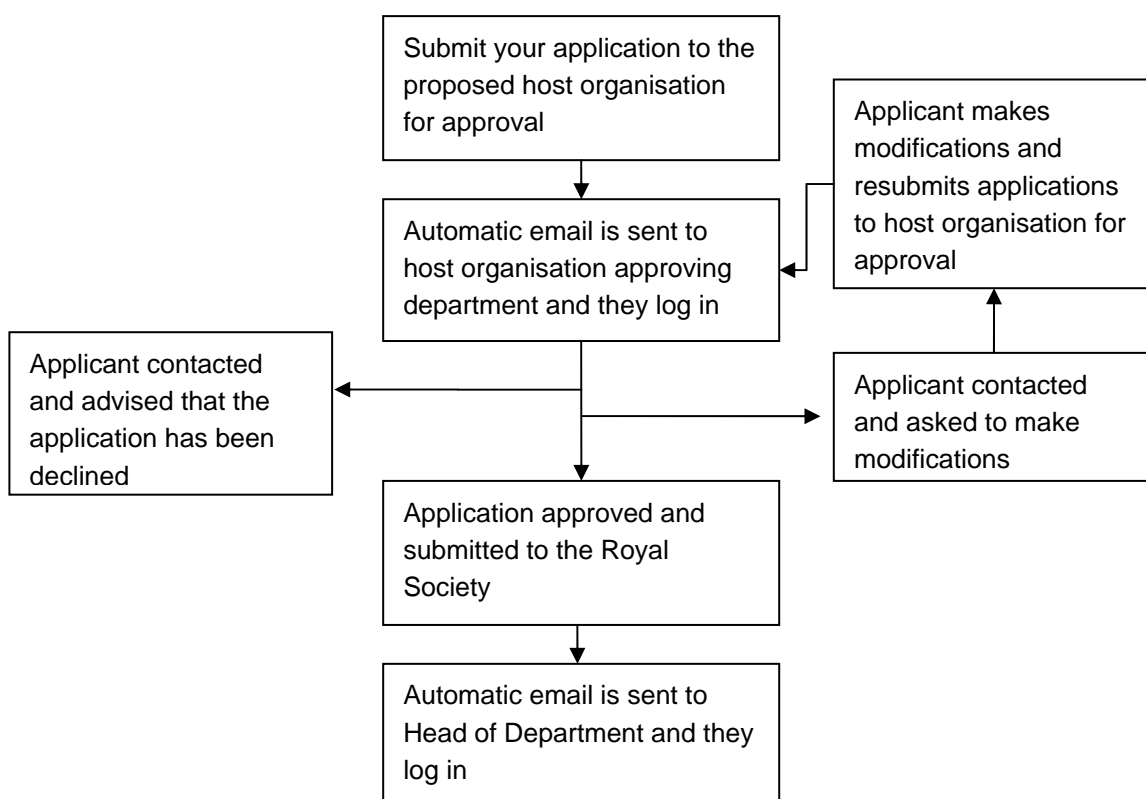
If your host organisation approver requests modifications through the e-GAP email facility, they can unlock your application, allowing you to edit it. If they are unsure how to do this, they should contact the UK Grants Section. Once you have completed the requested changes, please use the application summary to re-submit your application for approval by your host organisation.

Once your host organisation has approved your application and submitted it to the Royal Society it will not be possible to make any changes.

We would prefer to receive references from your head of department within 1 week after the closing date. Please inform us if you expect a delay.

Please note that once the closing date has passed, host organisation approvers cannot approve applications and submit them to the Royal Society. It is recommended that you check that your application is submitted in time.

Submission process flow



4 Review process

All proposals submitted to the Research Appointments Panels are initially reviewed and assessed by two members of the selection panel who have the most appropriate scientific expertise. Following this a shortlist is drawn up. The shortlisted proposals are reviewed by a minimum of two independent referees who have been suggested by the two panel members. Then a second shortlist is drawn up. Applicants that pass this stage will be invited for interview in April. Finally the selection panel considers each interviewed applicant, at a meeting in April. It is expected that applicants will be notified of the outcome of their application by email by early May.

Please be assured that the Royal Society specifically requests anyone involved in reviewing applications to consider them in confidence.

5 Enquiries

If you have any enquiries about the submission of your application or about the e-GAP process, please contact the UK Grants Team, The Royal Society, 6-9 Carlton House Terrace, London, SW1Y 5AG (email: ukgrants@royalsociety.org).

Appendix 1

Please make sure that you pass a copy of these instructions to the host Head of Department and your nominated referees. Once you have submitted your application for approval they will be contacted automatically by email. They can then use these instructions to provide their statement/reference.

Instructions for Head of Department/Nominated Referees

Please note: applicants now have the option of asking you to provide a reference before their application is complete, with the hope of saving time or reducing the risk of catching you at a busy time. However you may feel that you can only provide a statement when the form has been completed. If you are invited to provide a reference early and you choose to do so and submit it, you may receive a second email asking you to provide your statement when the application is submitted. You can ignore this second email.

To complete your reference:

Enter the e-GAP system by clicking: <https://e-gap.royalsociety.org>

Put in your email address and then your password, which you can change if you wish once you have logged in, in the 'My details' section

Click on 'Tasks' (to provide a reference) - either the link at the top or the link in the middle of the screen

Click on the 'Reference list'

Click on the name of the applicant

To read through the proposal click on 'View application' then you will be able to access the different sections of the application by clicking on each tab. You will be able to print the application by clicking on the link at the top of the page.

When you are ready to provide your reference, it is recommended that you type it first on a word processor so that you can count the character limit, and so that you have a copy. Please note **the character limit is 1,000 including spaces for HoD statements and 2,000 for nominated referees**. Please avoid using symbols as they may not save properly.

When you are ready to enter the reference on e-GAP you can copy and paste your statement into the first box and enter your personal details (name, position, and organisation) as requested in the second box. Then click save. Press the help button at top right if you need any further help.

Then, when you are happy that you have completed everything, click on the **submit** button.

Your reference is then automatically forwarded to the Royal Society.