

## Paul Instrument Fund 2011 scheme notes

### 1 General information

The Paul Instrument Fund (PIF) provides grants for the design and construction of apparatus to measure phenomena in the physical sciences. Applications should contain genuinely new ideas, techniques or highly novel applications of existing ideas and techniques. The design and construction of a novel instrument as a result of combining several concepts and/or commercially available parts is only acceptable if the result is greater and more innovative than the sum of the constituent parts.

The Instrument should, as far as possible, be a stand alone device and might be an outcome of a previous extensive research programme; in itself the proposal should not be to build or acquire an instrument solely to support a future programme of research in the proposer's laboratory through its availability for that purpose may be a side benefit. The PIF aims to support innovative development, rather than pure research.

For applications within the remit of the PIF, the committee also take particular note of:

- The feasibility of constructing the instrument and its successful operation.
- The urgency of the instrument in terms of value to others and the contribution to science.
- The value of the research within a broader scientific context, including any planned technology transfer or wealth creation; especially with an industrial application

**Subjects covered:** Physical sciences including pure and applied physics, biophysics and medical physics

**Eligibility:** Applicants must hold a PhD and be either a UK citizen and/or resident in the UK

**Length of tenure:** 1- 3 years

**Place of tenure:** UK University or not-for profit research institute

**Value:** Typically up to £75,000

**Number offered:** Varies

**Frequency:** To be confirmed

**Intellectual Property:** The Paul Instrument Fund was established through the will of the late R W Paul, which specifies that awardees should not obtain patents for instruments supported by Paul Instrument Fund money without first agreeing to such conditions and stipulations which the Fund Committee might impose. If successful, awardees who intend to licence or in any way generate income from an instrument developed or supported by the Paul Instrument Fund must first agree suitable conditions with the Fund Committee.

**Closing date:** 31 October 2011

### 2 Application information

Applications must be submitted online through the Royal Society's electronic Grant Application and Processing (e-GAP) system. Before completing the online form all applicants should read these notes

thoroughly. Please follow these carefully as you complete your application. In addition, there is a 'Help' button on each page, which you may find useful.

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

**Automatic log-out**

As you are reminded throughout the application, 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 30 minutes it will log you out and **everything that you have not saved will be lost**. Typing is not considered an 'activity', you have to press the save button or have moved from one page to another.

**Lost text**

When completing boxes that have a restricted length (noting that it refers to characters and not words and that when counting you should include spaces) you should remember that **if you exceed** the specified amount your text will be **truncated** (if it is uploaded as a PDF document) or **lost** (if it is free text) when you press the save button. You might wish to consider first typing the text for the longer-length boxes in a Word or note pad document. You could then copy and paste it into the e-GAP form and, if it does not save, you will know it is too long but will still have a copy of the text to return to in the Word document.

**Email addresses**

The e-GAP system relies heavily on automatic e-mail contact. It is **essential** that you ensure that 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.

**Guidance**

In the tables below you will find in the left-hand column each question as set out in the application forms and in the right-hand column useful guidance on its completion.

**Submission**

You will not be able to submit your application until you have completed each section in full. Once all sections are complete and you submit your application, your host organisation has to authorise and then submit it to us **before the closing date**. Please allow **5 working days** for this process.

**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 (contact details at the end of these notes).

**Personal details**

| <b>Questions asked on e-GAP forms</b>        | <b>Guidance on completion of forms</b>   |
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| <b>Title, Initials, Names, etc</b>           | Please take care to complete this accurately. Errors in this section can cause difficulties in the processing of your application  |
| <b>Nationality and residency eligibility</b> | <ul style="list-style-type: none"> <li>To select more than one nationality press 'Ctrl' (PC) or 'Command' (Mac) while making selections</li> <li>If the applicant is not a British citizen, evidence of residency in the UK, such as relevant pages from passport, driving licence or NI number</li> </ul> |
| <b>Co- applicants</b>                        | Please provide full details of co-applicants   |

## Career summary

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| <b>Statement of Qualifications and Career</b>                          | Please add individual items using the "Add Qualification" link. Please include posts and dates held and details of any qualifications obtained or awards and prizes. |
| <b>Current Funding</b><br>Maximum 500 characters including spaces      | Please give details of existing grants relating to your research   |
| <b>Previous support</b><br>Maximum 500 characters including spaces     | Please give details of any funding for preliminary work for the project.   |
| <b>Pending applications</b><br>Maximum 500 characters including spaces | Please give details of any pending applications for the proposed project.  |

## Host organisation

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| 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. <ul style="list-style-type: none"><li>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.</li></ul> | The majority of appropriate establishments appear in the drop-down list but, if your proposed organisation is not there, please contact the Royal Society. Please check the eligibility of your proposed organisation.<br><br><b>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.</b> It is recommended that you allow at least <b>five</b> working days for this process. |
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## Approval by Head of Department

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| <b>Head of department</b><br>Please provide details of the head of department of your host organisation. It is important to ensure that you have the correct email address for the head of department | Provide details of the person nominating you for the award from your host organisation.<br><br>Check with your proposer that you are using the correct email address as they may already have one registered with eGAP <b>and that they are able to provide this information by one week after the closing date (7 November 2011)</b><br><br>Ensure your proposer has a copy of these notes to help them submit their part of the application.<br><br>The person you name in this section will be contacted automatically by email to provide a statement supporting your application, a breakdown of the funding requested, justification for the award and an uploaded letter of support from the Vice-Chancellor.<br><br>Click 'Add HoD' to add your proposer. <b>Please click 'Contact Now' as they must provide their statement before the closing date. Click 'Save'.</b> |
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## Proposed Project

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| <b>Instrument/ apparatus title</b><br>Maximum 200 characters including spaces  | Please provide a title for the proposed instrument   |
| <b>Description of instrument/apparatus</b> <ul style="list-style-type: none"> <li>• <b>PDF file</b> Up to <b>six</b> pages (please ignore the help page) portrait orientation A4 and if the page length is exceeded, the text will be truncated by the Society, <b>or</b></li> <li>• <b>Plain text</b> Maximum 4000 characters (which includes all characters as well as spaces) - the text will wrap automatically, you do not need to use the return key.</li> </ul> | Please provide a general description of the proposed instrument, following the guidance given at the start of this note.   |
| <b>Other apparatus</b><br>Maximum 500 characters including spaces  | Please provide details of similar instruments or prototypes which may be applicable or relevant to your application.   |
| <b>Patents</b><br>Maximum 500 characters including spaces  | Please tell us about any commercial partnership agreements you have or plan to have, and with whom? Plus, what plans, if any, you have to exploit the commercial or economic benefits resulting from the construction of the instrument? |
| <b>Project timescales</b><br>Start and end date should be entered in the format dd/mm/yyyy   | <ul style="list-style-type: none"> <li>• The start dates must be within one calendar year of the scheme closing date</li> <li>• End dates must be within three years of the start date</li> </ul>  |

## Project funding

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| <b>Proposed expenditure</b><br>Maximum 500 characters including spaces | Please provide a breakdown of proposed expenditure including details of materials and equipment. Salaries should be as up to date as possible and include earnings related national insurance contributions, impending increases etc. <ul style="list-style-type: none"> <li>• No provision can be made for university overheads</li> <li>• Salaries should form no more than 30% of the total funds requested</li> </ul> |
| <b>Costs GBP</b>   | Please provide details of exact costs. Please enter figures in both columns against each item of expenditure. If VAT is not applicable, enter the same figure under the column 'Costs GBP including VAT'. It is only figure appearing in the 'Costs GBP including VAT' that will be totalled in the 'Sub-total' box.  |

## Equal opportunities

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| <p>The Royal Society is committed to its policy of Equal Opportunity in the provision of grants and awards. Please help us to ensure the effectiveness of this policy by providing the following information concerning your age, gender, ethnic origin and disabilities (if any). <b>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.</b></p> <ul style="list-style-type: none"> <li>• Age, Gender, Ethnic origins, Are you registered</li> </ul> | <p>This section is optional, but does help us with statistics on our ethical policy for government. You must <b>either</b> complete the form <b>or</b> tick the box stating that you do not want to complete the form. <b>We do not pass this information to the committee.</b> If you do not tick one or other of the boxes the system will regard your application as incomplete and you will not be able to submit it.</p> |
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| disabled?<br>• Opt out |  |
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### Submit for approval

You are strongly advised to print a PDF version of your application and check it thoroughly before you finally press submit as **it will not be possible for any changes to be made after submission**

This button submits the application for approval by the Host Organisation. The Host Organisation then approves the application and submits it to the Royal Society. If approval is declined the application will be returned to you. It is the applicant's responsibility to ensure that the Host Organisation submits the application to the Royal Society before the closing date. **It is strongly recommended that allow at least 5 working days for this process**

## 3 Review process

The committee consists of representatives of the Royal Society, Institute of Physics and Institution of Electrical Engineers. All applications are reviewed by the committee who then compile a short list. This meeting usually occurs within one month of the scheme closing date and applicants will be notified within two months of the scheme closing date if they have been shortlisted.

If the application is short-listed, an assessor will be assigned to visit and discuss the application and make a recommendation to the committee. The committee will then meet to discuss the recommendations of the assessor. Shortlisted applicants will be notified of the outcome of their application within five months of the scheme closing date.

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

## 4 Full Economic Costing

Please note this scheme is not covered by Full Economic Costing.

## 5 Enquiries

If you have any enquiries about the submission of your application or about the e-GAP process, please contact the scheme officer Philip Angell at [philip.angell@royalsoc.ac.uk](mailto:philip.angell@royalsoc.ac.uk).