

Royal Society Research Professorships Scheme Notes

Research Professorships provide long-term support for world-class scientists of outstanding achievement and promise. The aim of the Royal Society Research Professorships is to release the best scientists from teaching and administration allowing them to focus on research. Applications are particularly welcomed from scientists currently resident outside the UK. Previous holders of Royal Society Research Professorships include five Nobel Laureates and five Presidents of the Royal Society. The prestige and duration of these awards means that vacancies arise infrequently.

Subjects covered: any of the natural and applied sciences including medical science, engineering and interdisciplinary research. Some awards will be restricted to specific areas as follows:

- The Royal Society Wolfson Research Professorship in Physics or Chemistry at the interface with Biology
- The Royal Society GSK Research Professorship in Molecular aspects of Medicine
- The Royal Society Noreen Murray Research Professorship in Neurobiology

Eligibility: Applicants can be of any nationality.

Length of tenure: Research professors are appointed for up to 10 years: 5 years in the first instance with the opportunity to renew the professorship for a further 5 years subject to satisfactory progress. After 10 years, all responsibility for the post, financial and otherwise, will pass to the host organisation alone. A representative of the host organisation will be asked to agree in principle to make this commitment, when an application is submitted to the Society.

Place of tenure: Professorships must be held at a UK University or not-for-profit research institute. The host organisation will be required to provide assurance that the award will provide support for a new post and will be in addition to any existing posts. Royal Society funding cannot be used as substitution funding.

Value: Research professor's salary costs of £81,000 per year, which can be supplemented at the discretion of the host organisation; a one-off start-up grant of up to £35,000; and research expenses of up to £16,000 per academic year. Under the full economic costing model agreed with the university sector in the UK, 80 per cent of the host organisation's estate and indirect costs will be met by the Royal Society for those awards funded through the Society's Government grant. Further details are available from the Royal Society website (www.royalsociety.org) or via the university grants office.

Closing date: 26th June 2012

Applications can only be submitted online on the Royal Society's electronic Grant Application and Processing (e-GAP²) system (visit <https://e-gap.royalsociety.org/>, or click on the e-GAP² logo on the front page of the Society's web site). Applications cannot be submitted on paper. For further information please contact the Royal Society's Grants Section, (seniorfellowships@royalsociety.org).

Application 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. 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, e.g. 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. Each PDF document cannot exceed 3 Mb in size. Please note we will only print your applications in black.
- **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. 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.

Further clarification: If any of this advice is unclear, or you need further information, please do not hesitate to seek clarification from the Senior Fellowships Team (seniorfellowships@royalsociety.org or 020 7451 2653).

SUMMARY

Summary table	When your application form is complete, all sections on this summary table will have a green tick. You will then be able to submit your application.
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APPLICANT Personal details

Title, Names, Address etc	Please take care to complete this accurately. Errors in this section can cause difficulties in the processing of your application
Nationality	Click 'Add Nationality' and select from the drop down list. Click 'OK'

APPLICANT Career summary

<p>Personal statement</p> <p>Please upload a PDF document – preferably a maximum of ten pages portrait orientation A4 and less than 3 Mb. Please enter 'see attached document' in the text box below.</p>	<p>Please provide a personal statement about your qualifications, research career to date and aspirations in the long term.</p> <p>You should use this section to make your case for support. Please outline the nature of your research, explain the potential impact or wider benefits of your research and highlight your major achievements. Your statement should also provide justification for the award and detail the difference securing this award would make to you, the host department and University as well as the research community in the UK.</p>
Present Position	Please provide the title of your current position.
<p>Present Employer</p> <p>Maximum 100 characters (including spaces)</p>	Please provide the organisation name of your current employer (e.g. <i>University of Bath</i>).
<p>Present Department</p> <p>Maximum 100 characters (including spaces)</p>	Please provide the name of your current department (e.g. <i>Department of Astrophysics</i>).
<p>Present Position Description</p> <p>Maximum 200 characters (including spaces)</p>	<p>Please describe the nature of your present employment including the source of funding, e.g.</p> <p><i>HEFCE funded Research Professor</i> <i>Research Fellow (Wellcome Trust)</i></p>

<p>Curriculum vitae Please provide a full CV including a complete publication list in reverse chronological order. Please highlight your ten most significant publications, if appropriate, give the publisher or URL, including any password, where each publication may be obtained.</p> <p>Please upload a PDF file – Portrait orientation A4 (less than 3 Mb). Please enter 'see attached document' in the text box below.</p>	<p>Please include all appointments and existing grants and funding etc.</p> <p>Your publication 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.</p>
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ORGANISATION

<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 e.g. 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.</p>	<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

<p>Subject group Please select the group that most closely reflects your area of research</p>	<p>Select a subject group from the drop-down menu.</p>
<p>Subject Please select a subject sub-category</p>	<p>Select from the drop-down menu</p>
<p>Start Date</p>	<p>Please indicate a provisional start date for the award</p>
<p>End Date</p>	<p>Please indicate a provisional end date for the award (funding will initially be provided for up to 10 years: 5 years in the first instance with the opportunity to renew the professorship for a further 5 years).</p>
<p>Use of animals Please confirm that the project will comply with the 'Statement of the Royal Society's position on the use of animals in research 3/02'.</p>	<p>If this is relevant to your work you must read and comply with the statement before you tick either of these boxes. (The statement is online at http://royalsociety.org/grants/policies/ or a hard copy can be obtained by contacting the Grants Section at the address below).</p>

DEPARTMENTAL SUPPORT

Head of department

Click on 'Add HoD' to add your Head of Department's email address. Check if they are already registered on e-GAP by clicking 'Check Email', and if not, enter their details. You must choose to contact them to inform them you have added them to your application or not before you can continue. Ensure you have clicked 'Save' after making your selections.

PLEASE CHECK WHICH EMAIL ADDRESS YOUR HEAD OF DEPARTMENT WOULD LIKE YOU TO USE, AS THEY MAY ALREADY BE REGISTERED ON e-GAP, AND MISTAKES MAY DELAY THE PROCESSING OF YOUR APPLICATION.

Please check with them that they are able to provide this statement preferably by the closing date. (You can refer them to Appendix 1: Instructions for Head of Department.). The person you name in this section will be contacted automatically by email to provide a statement supporting your application once your application has been submitted for approval.

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.

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 'Opt Out'.

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.

FINANCIAL DETAILS

You are not required to provide details of the funding requested at this stage in the application process, but you will be asked for this information at a later stage.

The Royal Society will fund 100 per cent of the agreed salary contribution and research expenses. The maximum salary contribution awarded during this round of the Research Professorships will be £81,000 plus oncosts. The annual research expenses for Research Professors is £16,000 however successful applicants will also be able to claim a grant of £35,000 in their first year to assist with set up costs. The Royal Society will also pay 80% of the directly allocated costs and indirect costs under the full economic costs (fEC) model.

The Society will apply inflation annually to the award. The level of indexation applied will be the same as that set annually by the Research Councils. The Society will also apply efficiency savings to the indirect costs. The level of efficiency saving applied will be determined by the organisations efficiency grouping as determined by RCUK.

Submission of Application

PLEASE NOTE THAT IT IS ESSENTIAL THAT YOU CREATE A PDF OF YOUR COMPLETED APPLICATION (by clicking the 'Print Application' button), 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.

Once you have submitted your application for approval by your host organisation, an automatic email will be sent to your proposed head of department and 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.

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, this will unlock your application, allowing you to edit it. Once you have completed the requested changes, please use the application summary to re-submit your application for approval by your host organisation. Please also contact your head of department and alert them to the changes. 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 the reference from your head of department before the closing date but, if this is not possible, they will be able to submit their comments until the 3rd July 2012. Please note that once the closing date has passed, host organisation approvers cannot approve applications and submit them to the Royal Society; unapproved applications are then removed from the system.

Review process

All Research Professorship applications will be initially assessed by a committee of experts including Officers of the Society, and a shortlist will then be drawn up. The shortlisted proposals will be sent out to be reviewed by three independent referees. Following independent review, candidates will be invited for interview. Final decisions will be made at a meeting of the selection panel in November 2012. It is expected that applicants will be notified of the outcome of their application by email by the end of November 2012. Some feedback may subsequently be available on request, although for those not shortlisted, the level of feedback will be limited.

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 Senior Fellowships Team, The Royal Society, 6-9 Carlton House Terrace, London, SW1Y 5AG (email: seniorfellowships@royalsociety.org or 020 7451 2653).

Appendix 1

Please make sure that you pass a copy of these instructions to the host Head of Department. 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

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. If you do not have a password, click on "Forgotten Password".

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

Click on 'Reference list'

Click on 'View' next to 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 3,500 including spaces**. 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.