

Royal Society Wolfson Research Merit Awards

The primary aim of this scheme is to provide universities with additional support to enable them to attract to this country, or keep here, respected scientists of outstanding achievement and potential. Awards are made to the university and therefore researchers must remain at the university named on the application.

Criteria for the award will include:

- the research record and promise of the researcher
- the contribution that the researcher can make to the furtherance of UK research in the researcher's field
- the record and promise of the university in the researcher's field
- the quality of laboratory and other facilities which the university intends to make available to the researcher to undertake research
- the researcher's expected contribution to promoting and disseminating research at the university and more widely, including the balance between research, teaching and any other duties and the university's commitment to his or her longer-term and broader career development.

Subjects covered: The awards are funded jointly by the Wolfson Foundation and the Department for Business, Innovation and Skills (BIS) and support researchers in all sciences ie the disciplines in which the Society will elect researchers to the Fellowship of the Royal Society (all areas of the life and physical sciences, including engineering).

Eligibility: Researchers may be of any nationality and must either currently hold a permanent post (wholly funded by the nominating university) or have received a firm offer to take effect from the start of the award. Eligibility of the application must be discussed between the Vice Chancellor at the university or their elected representative (e.g. appropriate Head of Department) and the Royal Society Grants Office by email (seniorfellowships@royalsociety.org), after which a security code can be obtained prior to the nominated researcher beginning the application on the Royal Society's electronic Grant Application and Processing (e-GAP²) system.

Duration: The award is for a maximum of five years.

Value: The focus of the award is salary enhancement and enhancements have been made usually in the range of £10K to £30K *per annum*. It will be the responsibility of the host university to pay the basic salary including employer's contribution for pension and National Insurance for the basic salary and the employer's contribution for pension and National Insurance for the merit award salary enhancement. Research expenses will only be considered for overseas researchers being recruited to the UK to support integration into the UK research and funding environment. Researchers who are already based in the UK cannot request research expenses. Claims for administrative or research staff salaries as part of research expenses will not be considered. It is expected that the university will continue with the salary enhancement and expenses payment beyond the end of the award.

Closing date: The next closing date for receipt of applications will be **10 July 2012**. Applications received by this date will be considered at the Selection Panel meeting in November 2012. There is scope to assess applications outside of the selection panel meetings on a Fast Track in cases where a rapid decision is required and where a current round is not open. Please contact the Senior Fellowships team, details as below, if you wish to discuss this option.

Applications can only be submitted online on e-GAP. **Applications cannot be submitted on paper.** Further information on this scheme, the e-GAP² process, or the submission of your application can be found on the Society's website (www.royalsociety.org). If you have any queries, please contact the Grants Section Senior Fellowships team (tel: +44 (0) 20 7451 2653 or email: seniorfellowships@royalsociety.org).

2 Application information

The application consists of two sections: the first is completed by the researcher and the second by the applicant's Head of Department or proposer, where appropriate. Once these two stages are complete then the application can be approved by the university approving department and submitted to the Society in time for the closing date.

Using e-GAP²

Applications can only be submitted online using the electronic Grant Application and Processing (e-GAP²) system at <https://e-gap.royalsociety.org>. If you have not previously used e-GAP, please follow the registration process from the e-GAP² homepage.

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 Royal Society Senior Fellowships Team (seniorfellowships@royalsociety.org or 020 7451 2653)

Stage one – to be completed by the researcher

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

Publications Please provide a complete publication record - in reverse chronological order. Please indicate the two most significant publications (within the last 5 years) with an asterisk*. Please give the publisher or URL, including any password, where these two publications may be obtained.	This box does not have a character limitation, you may enter plain text or upload a PDF file in portrait orientation A4. Please add 'See attachment' in the text box if necessary.
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. Please ensure that it includes information about your achievements in making your research more accessible to non-specialist audiences.	Please ensure that you provide the information in reverse chronological order as requested. It is also recommended that you take particular note of the character limitations of this box. <ul style="list-style-type: none"> • PDF file Two pages portrait orientation A4 or • Plain text Maximum 5,000 characters (including spaces).
Present position	Please give the title of your present role.
Present employer State the organisation name of	Maximum 100 characters (including spaces).

your current employer (eg <i>University of Bath</i>).	
Present department State your current department (eg <i>Department of Astrophysics</i>).	Maximum 100 characters (including spaces).
Present position description Please confirm your post is permanent and state the source of funding, e.g. <i>Permanent Senior Lecturer (HEFCE funded)</i> .	Maximum 200 characters (including spaces).
PhD awarded date	Please give the date of your PhD

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 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. 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>It is important that the proposer (VC or HoD) completes their part of the application before the host institution provides approval.</p> <p>Please be aware that it is your responsibility to ensure that your application is complete (including HoD statement) 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>	Select a subject group from the drop-down menu.
<p>Subject Please select a subject sub-category</p>	Select from the drop-down menu
<p>Title Please give the full title of your proposed project</p>	Maximum 80 characters (including spaces).
<p>Abbreviated title The abbreviated title should only be two or three words describing your general subject area not an abbreviated version of your full title.</p>	Maximum 30 characters (including spaces).
<p>Start Date</p>	Please complete this date in dd/mm/yyyy format. Please note that awards cannot start retrospectively and must be taken up on the first day of the month.
<p>Scientific abstract Please provide a scientific summary of your research including the importance of it to the science community. Please provide justification for the award and detail the difference securing the award would make to you, the department, the university and the research</p>	<ul style="list-style-type: none"> plain text only – please enter a maximum of 5,000 characters (including spaces) in the text box.

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<p>Lay report Please provide a lay summary of your scientific research. 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 research that you find particularly exciting, interesting or important. Please also explain the potential impact or wider benefits to society of your research.</p>	<p>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.</p> <ul style="list-style-type: none"> • plain text only – please enter a maximum of 3,500 characters (including spaces) in the text box
<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 in pdf format at http://royalsociety.org/Statement-of-the-Royal-Societys-position-on-the-use-of-animals-in-research/. A hard copy can be obtained by contacting the Grants Section at the address below).</p>

NOMINATED REFEREES

<p>Two Personal Referees Please provide details of two referees who can provide confidential references for your application by the round closing date. Please check with them that they are happy to provide the references.</p> <p>To add each referee click 'Add Referee' and enter their 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 as a referee or not before you can continue. Ensure you have clicked 'Save' after making your selections.</p> <p>You can refer them to Appendix 1: Instructions on providing a reference.</p>	<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>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 HoD cannot be listed as a referee. Please ensure that they are both 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 preferably by the closing date.</p>
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DEPARTMENTAL SUPPORT

<p>Proposer (usually proposed Head of Department) Please provide details of the person nominating you for the award from your host organisation.</p> <p>Click 'Add HoD' to add your proposer. Please click 'Contact Now' as they must provide their statement before the closing date. Click 'Save'</p> <p>Please ensure your proposer has a copy of these notes to help them submit their part of the application.</p>	<p>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. <u>Please note: This must be completed by the closing date.</u></p> <p>You should check with your proposer that you are using the correct email address and that they are able to provide this information before the round closing date.</p>
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EQUAL OPPORTUNITIES

<p>Equal opportunities</p> <p>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).</p> <p>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.</p>	<p>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'.</p> <p>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.</p>
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Once these sections are complete, you will be able to submit your part of the application. You are strongly advised to create a PDF version of your application and check it thoroughly (including uploaded pdf files) before you finally press submit. **Please Note: Please ensure your proposer completes their statement before the closing date otherwise your application will not be eligible.**

Stage two – to be completed by the proposer

PROVIDE HOD STATEMENT

<p>Support</p> <p>Please provide a confidential statement, commenting on the suitability of the applicant and the merit of the proposed project. Please comment on their past research and achievements and provide justification for the award, detailing the differences that securing this award would make to the individual, the department, the university and the UK research community.</p>	<p>Please ensure that you follow the instructions about the information required in this statement. The reviewers place significant importance on this part of the application.</p> <p>Please enter plain text in the box - maximum 3,500 characters (including spaces)</p>
<p>Details of statement provider</p>	<p>Please provide your personal details, ie name, position, department and organisation address.</p> <p>Maximum 500 characters (including spaces)</p>
<p>Salary Details</p> <ul style="list-style-type: none"> Nominee salary Salary enhancement requested <p>Please give all figures as an annual total. Please enter '0' in boxes if applicable.</p>	<p>Please provide the nominee's current total salary per annum or that which is being offered by the university in cases of recruitment.</p> <p>Please state the salary enhancement requested in the application (typically £10 to £30k per year).</p>
<p>Salary justification</p>	<p>Please provide full details of the nominee's salary including any existing enhancements, bonuses or other assistance, e.g. buy out of teaching commitments of this per annum figure.</p> <p>Maximum 2000 characters (including spaces)</p>

<p>Breakdown of research expenses requested (research expenses can only be requested in cases of recruitment of an overseas researcher to the UK)</p> <ul style="list-style-type: none"> • Consumables • Equipment • Communicating Science • Travel • Other (Please provide a description) • Total amount of expenses 	<p>The request for research expenses should be itemised under the headings provided. The total amount requested for the five years must be entered under each heading or '0.00' if applicable.</p> <p>A description of any expenses in the 'Other' field should be included. Please note that research expenses cannot be claimed for administrative or research staff salaries.</p>
<p>Justification (recruitment cases only)</p> <p>Please provide justification for the research expenses requested and indicate if the level requested will differ in later years of the award.</p> <p>Please note that funding must not be requested for items that could be supported by other sources, e.g. research council support.</p>	<p>Please ensure that you follow the instructions about the information required in this statement. The reviewers place significant importance on this part of the application.</p> <p>Maximum 2,500 characters (including spaces)</p>
<p>Letter of support from Vice-Chancellor</p> <p>Please provide a signed and dated statement of support from the Vice-Chancellor (or equivalent). This statement should indicate support for the application and confirm that the university agrees to employ the applicant after the end of the award, if successful. The statement must provide a reasoned case for the nomination (including details of the case for retention or recruitment) and state why this nomination is a priority issue. We expect the statement to include the organisation's intention, if relevant, to continue remunerating the nominee, if successful, with the same salary enhancement as that awarded.</p> <ul style="list-style-type: none"> • PDF file At most two pages portrait orientation A4. The page length must not be exceeded or it will be truncated by the Society. 	<p>Please note there is a page limit to the PDF file to be uploaded. Click 'Add Document' at the bottom of the page to attach the file. This should be a scanned copy of the letter of support on your organisation's headed paper.</p>

Once these sections are complete, please click 'Save' and then 'Submit'. If the 'Submit' button does not appear, a mandatory field (marked with a *) has not been completed. Please check all fields are completed and click 'Save' again. **Please note: This statement must be submitted by the closing date.**

3 Nominated Referees

An email will be sent to each of your two nominated referees as soon as you submit your part of the application for approval asking them to provide a confidential statement. Maximum 3500 characters (including spaces).

We would prefer to receive supporting statements from your nominated referees before the closing date but, if this is not possible, they will be able to submit their comments for up to a week afterwards. It is your responsibility to ensure these are submitted by the deadline. Please ensure you click 'Contact Now' when adding nominated referees to ensure they can access the form before you submit.

4 Submission of application

You are strongly advised to print a PDF version of your application and check it thoroughly (including uploaded pdf files) before you finally press 'submit'. 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.

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 nominated referees 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.

Please note that once the closing date has passed, host organisation approvers cannot approve applications and submit them to the Royal Society and unapproved applications are removed from the system. If you want to see the details of the host organisation approver and the status of your application, you should click on the link to the 'application summary'.

5 Review process

All proposals submitted to the Royal Society Wolfson Research Merit Award Scheme are initially reviewed and assessed by a member of the selection panel who has the most appropriate scientific expertise. Shortlisted nominations are then reviewed by two independent referees who have been suggested by the panel member. Finally, the selection panel meets to consider the shortlisted nominations, together with its relevant nominated and independent references. The recommendations arising from this meeting are sent to the Wolfson Foundation for approval and, once this has been received, the Society will contact the proposer with the outcome of the nomination. Limited feedback on unsuccessful applications may subsequently be available on request.

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

6 Enquiries

If you have any enquiries about the submission of your application or about the e-GAP process, please contact the Royal Society Senior Fellowships Team, The Royal Society, 6-9 Carlton House Terrace, London, SW1Y 5AG (email: seniorfellowships@royalsociety.org) or 020 7451 2653.

Please forward these instructions to both your Nominated Referees. Once you have added them as referees they will be contacted automatically by email. They can then use these instructions to provide their statement/reference.

Appendix 1: Instructions for Nominated Referee

Please submit your reference on e-GAP. Once you have logged on to e-GAP, a message in red will alert you to the fact that the system will automatically log you out if there has been no activity (typing is not considered activity) in 30 minutes. Therefore we recommend that you type out your reference or support statement in a word processor and then copy the text into e-GAP, following these instructions:

1. Please go to the e-GAP website <https://e-gap.royalsociety.org/>
2. Enter your email address
3. Enter your password (please click the *Forgotten Password?* link if necessary).
4. Click on *Tasks*
5. Click on *Reference List*
6. Click on *Provide Reference* (if you would like to view a PDF of the application first, please click *Print Application*, or you may view the application form in its original format by clicking on *View Application on screen* at the top of the reference form).
7. Complete each tab including your personal details (please select 'Other' if your institution is not listed in the drop-down menu) and the written reference (comments no longer than 3,500 characters, including spaces). You may enter plain text in the box or upload a PDF at the bottom of the page and type 'see attachment' in the box.
9. Click *Save* and then *Submit* [If the *Submit* button does not appear, one of the mandatory fields (indicated with *) has not been completed. Please check all necessary fields are complete and click *Save* again – the *Submit* button should then appear]