

# The Royal Society Entrepreneur in Residence scheme

## 1. Overview

**Aim:** The Royal Society Entrepreneur in Residence (EiR) scheme aims to increase the knowledge and awareness in UK Universities of cutting-edge industrial science, research and innovation. Overall, the scheme will impact both university research and teaching to enable the successful translation of university research into industry; grow an entrepreneurial culture within universities; and address the skills needs of industry by developing curricula that produce industry-ready graduates.

The scheme provides opportunities for enthusiastic, highly experienced industrial scientists and entrepreneurs to spend one day a week at a university (host organisation) developing a bespoke project that will:

- a) expose university staff and students to state-of-the-art industrial research and development, and the scientific challenges faced by industry;
- b) provide support and expert advice aimed at promoting innovation and the translation of research by Universities;
- c) grow confidence in and understanding of business and entrepreneurship among staff and students;
- d) provide career recognition to the award holders and support their professional development.

Activities that an EiR might undertake could include (but are not limited to):

- a) developing or delivering courses for undergraduate and postgraduate students that reflect cutting edge industrial science, the application of science in industry and entrepreneurship;
- b) providing careers advice and guidance for students and post-doctoral researchers interested in working in industry;
- c) mentoring and advising students and academics who are setting up a company or who wish to develop collaborations with industry;
- d) using their industry knowledge to identify and evaluate the commercial potential of university research, eg helping with due diligence;
- e) advising and signposting staff and students on where to access funding, investment and further expertise;
- f) increasing awareness and visibility of the university's research within industry.

NB the EiR scheme is not aimed at establishing a new or furthering an existing collaboration solely between an applicant's employer and the University.

**Subjects covered:** Natural sciences (all areas of the life and physical sciences and engineering, including agriculture, mathematics, biotechnology, environmental research, and medical sciences, but excluding clinical medicine).

## 2. Eligibility Criteria

The scheme is open to applicants of any nationality, who are eligible to work in the UK for the duration of the award. Applicants should have a background in science and engineering. They must be able to demonstrate significant experience of working in science in an industrial research context, and one or more of the following:

- a) experience of managing university-business collaborations and the translation and commercialisation of research;
- b) experience of entrepreneurship, such as company formation and growth, investment etc;
- c) experience or interest in training, coaching or mentoring.

Applicants can be either employed full-time, part-time, self-employed or retired.

The project must commence **after 1 January 2021** and **before 31 March 2021**.

Applicants may make only one application per round. We would typically expect the host organisation where the EiR will be placed to be a single University School or Department, however we welcome other arrangements (eg working in a cross-disciplinary research institute within a University, across a Faculty or even University-wide) as long as the proposal clearly describes how the aims of the scheme will be met.

The application must be accompanied by a statement of support from the Head of Department (or equivalent) at the host organisation, which demonstrates a clear need from the host for the EiR and a commitment to enabling the project plan. EiRs who are in employment should also provide a statement of support from their employer.

For a decision on eligibility or advice on other queries relating to this grant programme, please contact the Royal Society by emailing [industry@royalsociety.org](mailto:industry@royalsociety.org)

### **3. Timings and Assessment Criteria**

**Closing date: Friday 25 September 2020 15.00 UK Time.**

**Results available:** Awards for this round should be announced in December 2020. The selection process is described in Appendix 1.

#### **Assessment criteria**

Applicants are asked to submit a project plan that should explain what the EiR will do during their residency and the anticipated impacts. The following criteria will be used in assessing applications:

- a) the quality and expected impact of the activities outlined in the project plan, in line with the aims of the scheme listed above;
- b) the scientific and business track record of the applicant and how this will enable them to successfully deliver the activities outlined in the project plan.
- c) the commitment from the host organisation, demonstrating its need for the EiR and its support in enabling them to deliver the project plan.

#### **Other Important information to note**

- Applications will be made using the Flexi-Grant® system. FAQ and Troubleshooting information can be found online ([support.flexigrant.com/support/home](https://support.flexigrant.com/support/home))
- Please read the enclosed scheme guidance notes to help you complete your application.

- All applications are to be submitted online, there will be no requirement for telephone or face to face interviews.

#### 4. Awards

**Place of tenure:** The scheme supports EiRs in a UK University or not-for-profit research organisation.

**Length of tenure:** The EiR awards are for one year in the first instance. At the end of that period, there may be the opportunity to apply for a one-year extension. The scheme will fund the EiR to spend 20% of their time working in residence at their place of tenure over the period, ie on average one day a week excluding annual leave.

The scheme is flexible about how this time should be spent, but the application should give an outline in the project plan describing how it will be divided up over the period of the award.

**Value:** Up to a maximum of £20,000 over one year (including VAT where applicable).

#### Eligible costs

The funding available is expected to cover the following (as required for the EiR to fulfil the proposed project plan):

- **salary** equivalent to 0.2 FTE of the award holder's current salary to spend 20% of their working time at the host. The EiR's basic salary only will be paid during the secondment; the EiR's employer will continue to pay national insurance and pension contributions;
- **travel and project costs** for award holder to travel to and from their host, and accommodation if required. Project costs to help deliver the aims of the project plan can also be included, such as organising events or training workshops and conference attendance.

These expenses should be justified in the financial details section of the application form in Flexi-Grant®.

#### Payment

Payment of the grant will be made annually in advance to the **employer** of a successful applicant. Employers can also include organisations that the EiR is a founder or director of, eg a start-up company or consultancy. All successful applicants will be asked to provide details of their current employer including legal entity name, UK company or charity number and contact details, which will be used by the Royal Society to undertake a due diligence check (current registration status and risk financial check). **Awards will only be offered subject to completion of this step.**

The Society realises that prospective applicants to this scheme may have a range of different employment arrangements, and staff are happy to discuss these further. Please contact [industry@royalsociety.org](mailto:industry@royalsociety.org).

#### Number of awards available in this round

Up to a maximum of 10 awards will be made in this round.

#### Change in circumstances

We understand that circumstances can change and therefore it is worth noting that the applicant's employer will not have rights to the award, and it will exist solely for the purpose of the scheme. If a successful applicant changes roles or employment during the grant period, the award will either move with them or unspent funds will be returned to the Royal Society. This will also be the case in circumstances where employment ceases or one or all parties wishes to end the arrangement. The award cannot be transferred to a new host organisation.

We are happy to facilitate this move or discuss any queries regarding changes in circumstances throughout the term.

## 5. Further Information

### Industry Fellows' College

EiRs will be automatically enrolled into the Society's Industry Fellows' College. The College comprises current and former EiRs, and current and former holders of the Royal Society Industry Fellowship, a scheme that has been running for over 40 years and provides opportunities for industry scientists to work in academia and academic scientists to work in industry.

The College programme consists of a series of networking and training events that bring together the members with other stakeholders working across the boundary between industry and academia. As part of the College, you will receive invitations to Industry Fellow Networking Events and other activities under the Society's [Science, Industry and Translation programme](#).

### Monitoring and evaluation

EiRs will be required to submit a short report to the Royal Society at the end of their award outlining their activities and expected impacts to follow. Royal Society staff will also keep in regular communication with the EiR, including arranging visits to their hosts to meet them and their colleagues.

### Labs to Riches

Entrepreneurs in Residence awards will be announced at the Royal Society annual 'Labs to Riches' event planned for Spring 2021 (date to be confirmed). The 2021 event will focus on entrepreneurship and innovation across science and technology sectors with invited guests including academics, entrepreneurs, and prominent industry figures. All successful applicants will be invited to attend.

## 6. Application Guidance Notes

### Using Flexi-Grant®

Applications can only be submitted online using the Royal Society's Grants and Awards management system (Flexi-Grant®) via <https://grants.royalsociety.org>. Further information about the Grants and Awards Management system can be found via <https://royalsociety.org/grants-schemes-awards/grants/flexi-grant/>. If you have not previously used Flexi-Grant®, please follow the registration process from the Flexi-Grant® homepage. **Paper-based applications will not be accepted.**

Before completing the online form, all applicants should check that they comply with the eligibility requirements and ensure all necessary information is presented in the application. These requirements

are strictly adhered to and applications without all the necessary information, or evidence to show the assessment criteria are met, will be rejected.

**All applications must be approved by the Host Organisation (and the applicant's employer if applicable) and each must complete a statement of support before you can submit via Flexi-Grant®. Late applications will not be accepted.**

### **Adding Participants**

All applications must be commenced by the individual applying to become the Entrepreneur in Residence (and not the Host Organisation). To invite a participant (ie Head of Department) to your application, the participant will need to be registered on Flexi-Grant®. You will need to ensure you have their registered email address to invite the participant on the participant tab.

### **Completing the Application Form**

The application can be completed by using the navigation tabs on the application summary page, with each page categorised as follows:

- 1. Summary**
- 2. Contact Details**
- 3. Applicant Career Summary**
- 4. Project Proposal**
- 5. Financial Details**
- 6. Applicant Declaration**
- 7. Current Employer statement of support (if applicable)**
- 8. Host Organisation Head of Department statement**
- 9. Nominated Referee (1)**
- 10. Nominated Referee (2)**

A full list of question fields to be completed as part of the application can be found in the following pages. In the following table each box represents a page of the application form; the left-hand column contains the questions within each of these pages as set out in the form; the right-hand column contains useful guidance on its completion.

**Please note that questions with \* are mandatory fields, which is typically the majority of questions.** You will only be able to submit your application for approval by the Host Organisation and Current Employer once all sections of the application form have been marked as complete, and your participants have marked their work as complete (please check the status of participants under the participant's tab on the application form summary page). Late applications will not be accepted.

**NB If you are not currently in employment or are self-employed, it is not necessary for a Current Employer statement of support to be submitted alongside this application.**

### **Inviting Participants**

All applications must be commenced by the lead applicant, ie the person applying to become the Entrepreneur in Residence. The required participants (i.e. Head of Department) can be invited through the Participants tab displayed on the Application Form Summary page. Under this section please select invite and enter the e-mail address of the participant and send the invitation. Once the recipient has accepted your invitation, their status will be displayed as 'active'. Upon completion of their section of the application form, their status will be displayed as 'complete'. You will not be able to submit your application form until the status of all participants' shows 'complete'. You can monitor the progress of your

participant's activity through this section of the application form, and issue reminders as required. Please remind your participants to select the 'mark my work as complete' button once they have finished.

### Re-opening the Application form to Participants

On the occasion that an invited participant accidentally marks their section of the application form as 'complete', the lead applicant has the ability to re-open the application form for the participant. To do this, the lead applicant should return to the Participant tab on the application form summary page. You will find a 're-open' button alongside the name of any participant who has completed their section of the form. Once you click this button, the form is reactivated and available for participants to amend.

**Please read these guidance notes carefully as you complete the form.**

Summary	
<b>Summary table</b>	<p>The summary page of the application form provides instructions for submission of your application. In addition, you are provided with an overview for each section of your application form.</p> <p>The summary page also allows applicants to manage and invite participants (e.g. Head of Department/Line Manager) who are required to contribute to the application form. Instructions for inviting participants can be found under the participant's tab on the application summary page.</p> <p><b>Note:</b> you will only be able to submit your application once all sections of the form have been completed, and participants have marked their work as 'complete'.</p>

Contact Details	
<b>Title, Names, address, organisation and country*</b>	<p>Review and complete your <b>personal details</b> accurately. Errors in this section can cause difficulties in processing your application. <b>Please use the University you intend to be an EiR at as the Host Organisation when starting your application (and not your employer – this will be updated if you are successful).</b></p> <p>Under this section, you should edit the <b>contact type</b> of the participants who will partake in your application form. The system default contact type is set as 'collaborator'. To amend the contact type of your Head of Department, click 'edit', and under the contact type field, select the 'Head of Department'.</p>
<b>Email address*</b>	<p>This field defaults to the account in which the application has commenced. It is where all correspondence pertaining to the application throughout the application process, and in the event of the application being successful, will be sent.</p>

<b>Applicant Career Summary</b>
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<b>Title of Current Position*</b>	State the title of your current position or if you are self-employed. (20 words max.). If you are not currently in employment, please enter n/a.
<b>Current Employer*</b>	Enter the official organisation name of your current employer. If you are not currently in employment, please enter n/a.
<b>Registration number*</b>	Please enter your current employer's UK company or charity registration. If you are not currently in employment, please enter n/a.
<b>Current Position Start Date*</b>	Please complete the date in dd/mm/yyyy format. If you are not currently in employment, please enter 01/01/2020.
<b>Current Position End Date*</b>	State when your current position is expected to finish. If you are in a permanent role or not currently employed, please enter 31/12/2050.
<b>Applicant Career History*</b>	Please list all of your positions of employment in your career and the dates in reverse chronological order, stating if part-time (and percentage part-time) when necessary. Please also include any or non-executive Directorships, voluntary or honorary positions of relevance to the application.
<b>Applicant Qualifications*</b>	Please list all your qualifications in reverse chronological order.
<b>List your Relevant Skills and Experience*</b>	Please provide details of any relevant skills and experiences you possess that you believe will support your case, eg your knowledge of relevant industry sectors, career mentoring, working with universities.  If you wish to reference any relevant publications, reports, peer-reviewed articles or patents, please do so here.

<b>Project Proposal</b>	
<b>Project Title*</b>	<b>Please give the full title of your proposed project.</b>
<b>Start/End Date*</b>	<b>EiR placements are expected to last one year.</b> The date of appointment must be the 1st of a month. Please complete the date in dd/mm/yyyy format. For the 2020/2021 round please use a start date on or after 1 January 2021 and before 31 March 2021.
<b>Host Department*</b>	Please provide the name of the department at your proposed host organisation where you intend to hold your EiR.
<b>Field of Specialisation*</b>	Please provide details of your field(s) of specialisation, eg research area/industry sector.
<b>Subject Group*</b>	Select the subject group/area(s) that most closely defines the research areas of your host department.
<b>Summary*</b>	Please provide a summary of your proposal. If you are successful, this will be published on our website, so it should explain succinctly what you aim to achieve as an Entrepreneur in Residence, the wider impacts and what you find particularly exciting or important about your proposal. This summary should be understandable by a layperson.

	<b>Plain text only. Maximum of 250 words</b>
<b>Project Proposal*</b>	<p>You can either detail your project proposal within this application (<b>max 1500 words</b>), or alternatively upload it as a PDF. <b>Please do not use a text size smaller than Arial 10 and please also ensure that the PDF document is not more than 3 sides of A4.</b> Applicants are requested to make sure uploaded PDF documents are unlocked. Please enter “See attachment” in the field. For further information please refer to the Uploading PDF documents section.</p> <p>Please describe your proposed project as EiR at your host institution. This should give:</p> <ul style="list-style-type: none"> <li>• a description of your host and why it would benefit from having an EiR;</li> <li>• a plan and timeframe, with deliverables and milestones, for the activities that the EiR will undertake over the year;</li> <li>• the expected impacts of the project;</li> <li>• a description as to why you, as the applicant, are best suited to delivering the project and meeting the aims of the scheme.</li> </ul> <p>Where there is a pre-existing relationship between the applicant and the Host, please indicate how the EiR project will either differ from or add value to this relationship.</p>

<b>Financial Details</b>	
<b>General information</b>	<p>Each award will have a value up to a maximum of £20,000 (including VAT where applicable).</p> <p>The Royal Society will provide a salary contribution to the employing organisation only. The salary contribution is calculated as the basic salary (excluding on costs) paid pro-rata at 0.2FTE.</p> <p>For EiRs retaining their existing employment, the employer will be responsible for the arrangement and the provision of sick leave, superannuation and National Insurance contributions.</p> <p>Applicants must consult with their employer’s financial administrators before completing these details.</p>
<b>Financial details*</b>	Please provide details of the funding required for the EiR under the relevant headings.
<b>Basic salary</b>	State your required basic salary contribution (based on 0.2FTE). Please do not include the employer’s pension costs or National Insurance costs.



<b>Travel</b>	No other salaries can be requested as part of this proposal. The Society reserves the right to provide support at a different level if it is considered appropriate.  Travel expenses include costs for the EiR to travel to and from their host organisation and any other travel the EiR plans to undertake in order to achieve the proposal, eg conference attendance, industry visits.
<b>Other project expenses</b>	Other project costs are those incurred in delivering the proposed project. Examples might include running an event or workshop, delivering a course or training, printing costs etc.
<b>Current salary</b>	Please enter details of your current basic salary, including currency eg 30,000 GBP. If your salary is greater than £100,000, please enter >100,000 GBP.
<b>Justification for Travel/Other Project Expenses*</b>	A clear justification of <b>all</b> travel and other project costs must be provided here. These costs should be clearly broken down with a brief justification given for each.

<b>Applicant Declaration*</b>
<b>Please declare that:</b>
<ul style="list-style-type: none"> <li>You have read the Terms and Conditions of Award under which Royal Society grants are awarded and, if a grant offer is made, you agree to abide by them.</li> <li>You have access to the necessary facilities to enable you to deliver the project proposed, and will continue to have access to the facilities for the duration of the project.</li> <li>If applicable, you have agreed with your current employer that you will be afforded 20% of your time to work at the host organisation over the period of the award.</li> </ul>

<b>Applicant Current Employer, Host Organisation and Nominated Referees Statements of Support</b>
Confirmation of support of the project is required from both the Head of Department at the host organisation and, if applicable, the applicant's line manager or Head of Department at their current employer. The applicant must invite the Head of Department and current line manager to participate in completion of the application form before it can be submitted for approval.
<b>Before inviting the Heads of Department to participate in completion of your application form, the applicant is instructed to ensure that the Heads of Department are willing and available to provide a confirmation of support prior to the round closing date. Incomplete confirmations will mean that an application cannot be submitted and will be deemed to be ineligible.</b>
Please check which email address the Heads of Department and line manager would like you to use as they may already be registered with a user account on Flexi-Grant®. It is important that you enter the correct email addresses when inviting these individuals to support your application, as an email will be sent automatically from Flexi-Grant® to them with instructions for viewing your application and providing their support. Any mistakes in the email addresses supplied will delay the progress of your application.
It is the responsibility of the applicant to:

- inform the individuals responsible of the deadline;
- liaise with them to ensure that they have received their invitation with instructions to participate in completion of your application, as no provision is made for non-receipt of these automatic emails;
- keep track of the progress of their completion status on your application summary page. You can issue a reminder emails through the participant's tab on your application summary page.

If the instruction email from the Royal Society has not been received, please:

- a) double check the accuracy of the email address supplied on the application form;
- b) advise the intended recipient to check their spam filters/junk folders;
- c) contact the Royal Society with an alternative email address for the recipient.

The Royal Society will not be held responsible for automated emails that are not received due to address errors or spam filters.

Once you have submitted your application for approval by your current employer and your host organisation, automatic emails will be sent to the approving department of both organisations asking them to log on to the system. You will not be able to submit your application until it has been sent to both the academic and industrial organisations for approval. The organisation approvers will either: approve and submit your application, contact you to request modifications, or decline your application and contact you.

Please be aware that it is your responsibility to ensure that you complete your application in time for your current employer and 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 current employer or host organisation approver requests modifications through the Flexi-Grant email facility, they can unlock your application, allowing you to edit it. If they are unsure how to do this, they should contact the Royal Society. 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 current employer and host organisation have approved your application and submitted it to the Royal Society, it will not be possible to make any changes.

**Please provide a statement in support of the application as a PDF on headed paper, that includes your name, title, and contact details.**

<p><b>Current Employer Statement of Support</b></p>	<p><b>For any applicants who are in employment, a Head of Department/Line Manager statement of support is needed with this application.</b> Completion of this page of the application form will be taken as a sign that your employer willingly supports you as the applicant and this application. Failure to do complete this page may mean the application is deemed ineligible.</p> <p>The statement should indicate why the applicant is a suitable candidate, that the employer understands the purpose of the EiR scheme and will afford the applicant to spend 20% of their time over one year at the host organisation.</p>
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	<p>You are advised to complete this <b>at least one week</b> before the deadline.</p> <p>Any applicants who are self-employed or not in employment can leave this section blank.</p>
<p><b>Head of Department *</b></p>	<p>The statement of support from the host organisation should explain why the host organisation is seeking an EiR, the anticipated impacts and why they believe the applicant is suited for the role. The statement should also describe what support the EiR will be given by the host department when in post in order to deliver the proposed project. If the department has hosted EiRs (or similar positions) before, this should be mentioned in the statement, along with any previous or existing links between the applicant and host.</p> <p>If the EiR will be working across more than one academic department, or in other research or administrative units within the University, the statement of support should come from an appropriate senior manager responsible for overseeing their work, eg Dean or Pro-Vice Chancellor.</p> <p>The host organisation is also required to declare that the applicant will be covered by the organisation's liability and insurances whilst working on site and to confirm they understand that the Royal Society holds no liability for the applicant during the award.</p>
<p><b>Nominated referee Support*</b></p>	<p>Confidential references from two nominated personal referees are needed with any application submitted to the Royal Society.</p> <p>The referee should not be employed by the host organisation, they can work for the applicant's current employer but not the same person submitting the Current Employer Statement of Support.</p> <p>Please ensure that you use the correct email address when inviting your nominated referees to provide a letter of support.</p> <p>Before inviting the nominated personal referee to participate in completion of your application form, the applicant is instructed to ensure that the nominated personal referees are willing and available to provide the support letter before the round closing date. If the support letters have not been received by the system before the deadline, the application cannot be submitted and will be deemed to be ineligible.</p> <p>Please check which email address the nominated referee would like you to use as they may already be registered with a user account on Flexi-Grant@. It is important that you enter the correct email addresses when inviting the nominated referee to support your application, as an email will be sent automatically from Flexi-Grant@ to the nominated referee with instructions for viewing your application and providing their support. Any mistakes in the email addresses supplied will delay the progress of your application.</p> <p>If the instruction email from the Royal Society has not been received, please:</p>

	<p>a) double check the accuracy of the email address supplied on the application form;</p> <p>b) advise the intended recipient to check their spam filters/junk folders;</p> <p>c) contact the Royal Society with an alternative email address for the recipient.</p> <p>The Royal Society will not be held responsible for automated emails that are not received due to errors in the address.</p>
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<b>Diversity Monitoring</b>	
<b>Diversity Monitoring</b>	<p>The Royal Society is committed to promoting diversity in UK science, technology, engineering, mathematics, and medicine (STEMM) by seeking to increase participation from under-represented groups. Please help us to monitor how effectively we are doing this by providing the requested information. All questions are mandatory. The information provided will form a confidential statistical record in accordance with the Data Protection Act and will not be used for any purpose other than analysis of the Society's activities.</p> <p>This information will be kept separately from the rest of your application and will not be seen by those involved in the selection process, including referees etc.</p> <p>You must either complete the form or tick the boxes stating that you 'prefer not to say'. If you do not select a box for each question, the system will regard your application as incomplete and will not allow you to submit it.</p>

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

## **7. Review process**

All applications for Royal Society grants are subject to rigorous assessment, see Appendix 1.

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

## **8. Enquiries**

If you have any enquiries about the submission of your application or about the Flexi-Grant® process, please contact the Industry Team, The Royal Society, 6-9 Carlton House Terrace, London, SW1Y 5AG or email: [industry@royalsociety.org](mailto:industry@royalsociety.org)

## Appendix 1: Application Submission Process Flow Diagram

