Royal Society Entrepreneur in Residence EiR/21

The following scheme notes set out the eligibility and application process of the Entrepreneur in Residence scheme. Please read through the entire document before proceeding with an application.

Contents

Overview

Background

The Royal Society Entrepreneur in Residence scheme was established in 2017 to increase the knowledge and awareness in UK Universities of cutting-edge industrial science, research and innovation. Award holders support both university research and teaching to enable the successful translation of academic science into industry; grow an entrepreneurial culture within universities; and address the skills needs of industry by developing curricula that produce industry-ready graduates.

Aims of the Scheme

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.

Subjects Covered

Host departments must be within the Royal Society's remit of natural sciences, which includes but is not limited to biological research, chemistry, engineering, mathematics and physics. For a full list, please see our guidance page.

Submissions from clinically qualified scientists may be considered. The Society does not support clinical or interventional research on humans at the individual or group level, social sciences or humanities, unless otherwise stated.

If there is any doubt about the eligibility of a project, contact the Industry team via industry@royalsociety.org.

Value of Funding and Support Provided

Approximate number of Awards offered: 10

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

Duration and Start of Award

Awards are expected to commence by March 2022.

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.

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 2022 (date to be confirmed). The 2022 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.

Eligibility

Applicant Eligibility

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. Applicants may make only one application per round.

Please note that, whilst applications will be accepted from current employees of the University, there must be a strong and compelling reason why the proposed activities are not currently possible.

The Royal Society recognises that diversity is essential for delivering excellence in science, technology, engineering and mathematics (STEM). The Society wants to encourage applications from the widest range of backgrounds, perspectives and experiences to maximise innovation and creativity in science for the benefit of humanity. We regularly review and revise processes to help ensure that all talented applicants have an equitable chance to succeed as per the assessment criteria. This includes ensuring all panel members are briefed on unconscious bias in decision making as part of our assessment process.

Support to applicants with disabilities: The Royal Society welcomes applications from scientists with disabilities and provides adjustments to ensure that they can participate fully in the selection process. If you need an adjustment when accessing the application form, attending interviews if applicable, or for any other part of the application process, please contact the Industry team on industry@royalsociety.org or call +44 20 7451 2666. Adjustments can include but not limited to:
- Extension of the deadline;
- Additional support to complete the application form;
- Technical support during interviews for candidates with hearing or visual impairments;
- Support during interviews for neurodiverse candidates and those with mental health conditions.

The Grants team will be pleased to answer questions about eligibility and/or points covered in this section.

Host Organisation Eligibility

The scheme supports applications in collaboration with a UK University or not-for-profit research organisation. 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.

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

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®.

Assessment Criteria and Review Process

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.

Review Process

All applications to the Royal Society are first reviewed and assessed by two members of a selection panel formed of industry and translation experts and former award holders. Scores are then verified by a separate panel of four independent experts.

The subject tags you select on your application play a vital role in matching your application with appropriate reviewers, so it is extremely important to select only the most relevant subject tags on your application.

Please be assured that the Royal Society specifically requests anyone involved in reviewing applications to consider them in confidence. More information on the Review Process can be found in Appendix 1.

All applicants will be notified of outcomes via email.

Timetable

Opening date	Friday, 25 June 2021
Closing Date	Friday, 24 September 2021, 3:00 PM (UK Time)
Expected results	December 2021

References and Participants

To complete and submit the application form, the lead applicant is required to provide supporting statements or references from four individuals. The following individuals must be included:

1. Host Head of Department
   a. 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. This statement is a key factor in the review process.

2. Head of Department at employing organisation
   a. Applicants will be committing 20% of their time to activities at the host organisation. As such, confirmation from their employer is required. In cases, where the applicant is self-employed or sufficiently senior within the organisation so approval is not required ie CEO, then this section can be left blank.

3. Two nominated referees.

The primary consideration for a referee is that they are able to comment independently and authoritatively on your application (i.e. someone in your field, who is as independent as possible from the applicant/co-applicant). You do not need to know them personally, but you should make sure they are able to provide a reference before adding them to your application.

At least one nominated referee must be based in the UK.

Nominated referees **must not** be:
- from the same institution as the Applicant or Co-applicant will not be accepted
- the Applicant's former/current supervisor (including PhD supervisor)
- a member on the assessment panel for this scheme; or
- a member of the Royal Society's Council.

References must be submitted in English. If a reference is not submitted in English, it will not be accepted and may render the application ineligible. No two references can be from the same person. If two references from the same person are submitted, it may make the application ineligible.

These individuals can be invited through the 'participants' tab displayed on the application form summary page, where you will find each of the required participants as described above.

Please select 'invite' and enter the e-mail address of the person you wish to invite to provide the relevant statements and send the invitation.

The recipient will need to accept your invitation before they can participate in the application.

You can monitor the progress of your participants' activity through this section of the application form, and issue reminders as required. 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'.

Please note that once an applicant submits an application on Flexi-Grant®, it is then directed to the designated Approver for the employing organisation at which the applicant has applied to host an award (see Application Approvals in the 'Application Guidance Notes' Section). It is recommended that referring and supporting participants fulfil their requirements **at least 5 working days** before the submission deadline (**Friday, 17 September 2021**) to ensure there is sufficient time for organisational approval. The **Host** Organisation approver must approve the completed application by the submission deadline

It is the applicant's responsibility to liaise with the nominated referees, the Host Organisation's Approver and the Heads of Department to ensure that the required tasks are completed by the deadline. Please contact the Grants team before the deadline if there is any issue. Alternatively, the Host Organisation's Approver, the Heads of Department, and the nominated referees can contact us directly. The Royal Society will not be held responsible for emails that are not received due to address errors or spam filters and no provision is made for non-receipt of emails sent by the Royal Society.

Once participants have completed all their sections of the application form, please remind them to select **'Save & Submit'** on the application form page or select '**Submit your contribution'** on the summary page.

Re-opening the Application form to Participants
On the occasion that an invited participant accidentally submits their section of the application form prematurely, 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.

Research Support Role
The Research Support role displayed under the participants tab is an optional role, which allows you to invite an individual from the relevant Host Organisation research support team to review and amend the application prior to submission. The primary purpose is to ensure that the requested finances have been recorded correctly for this specific grant programme. As this is an optional role, it will not affect your ability to submit your application for approval.

Additional system guidance can be found in the 'Systems Guidance Notes' Section.

Contact information

Enquires about this scheme can be made using the contact details below. Before contacting us, please check whether your question is answered by these scheme notes. If not, please email the Industry team via industry@RoyalSociety.org or call +44 20 7451 2288.

Please quote your application reference number in all correspondence with the Grants team.

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Use of Data

Please note that information regarding your application for the Royal Society Entrepreneur in Residence scheme may be shared with the Department of Business, Energy and Industrial Strategy (BEIS) for data monitoring and scheme evaluation purposes. You may also be contacted by selected third parties such as independent evaluators, consultancy groups, and career development organisations. If successful, the Royal Society will contact you regarding the administration of your award throughout the course of your funding and after its completion. You may also be contacted by the Royal Society, BEIS, or an agent acting on their behalf, for reporting and evaluation purposes throughout the course of your funding and after its completion.

System Guidance Notes

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

Using Flexi-Grant ®

Applications can only be submitted online using the Royal Society's Grants management system (Flexi-Grant®) via https://grants.royalsociety.org. Further information about the Grants 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 departmental support must be completed before you can submit via Flexi-Grant®. Late applications will not be accepted.

Further guidance and support can be found through the applicant and approver knowledge base.

ORCID Identifier

All applicants should submit an ORCID (Open Researcher and Contributor ID) identifier if they have one before their application is submitted. ORCID maintains a registry of unique researcher identifiers and a transparent method of linking research funding, research publications, research data and any other research outputs to these unique identifiers. This is a mandatory requirement at the application submission stage only. You can register for an ORCID identifier via https://orcid.org/register.

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. **Contact Details**
2. **Applicant Career Summary**

3. **Project Proposal**
4. **Financial Details**
5. **Application Declaration**
6. **Current Employer Statement of Support**
7. **Host Organisation Head of Department Support**
8. **Nominated Referee (1) statement of support**
9. **Nominated Referee (2) statement of support**

A full list of question fields to be completed as part of the application can be found in the Question Guidance in the 'Application Guidance Notes' Section.

Application Guidance Notes

Application Approvals

It is the Applicant's responsibility to ensure that approval of the application by the Host Organisation is completed before the closing date.

The person responsible for approving your application will be the delegated authority at the Host Organisation where you are applying to hold your award. This may be someone within the research office, Faculty administration, Vice-Chancellor, or other administrative or management role.

The approver must be someone with the authority to confirm that the potential award can be hosted within their organisation, confirm that there is the capacity to deliver the proposed research and assure the proposed budget is appropriate and eligible for the scheme.

You will only be able to submit your application for approval by the Host Organisation's Approver once all sections of the application form have been marked as complete and all participants have marked their work as complete AND have submitted their section. The Lead applicant must check the status of the other participants under the 'Participants' tab on the summary page of the application form. **Applications submitted after the deadline will not be accepted.**

Question Guidance

Please read the following guidance notes carefully as you complete the form. In the table below, 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.

Note that questions with * are mandatory fields.
Please read these guidance notes carefully as you complete the form.

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Summary	
Summary table	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.
	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.
	Note: 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'.

Contact Details	
Title, Names, address, organisation and country*	Review and complete your *personal details* accurately. Errors in this section can cause difficulties in processing your application. **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).**
	Under this section, you should edit the *contact type* 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'.
Email address*	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.

Applicant Career Summary	
Title of Current Position*	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.
Current Employer*	Enter the official organisation name of your current employer. If you are not currently in employment, please enter n/a.
Registration number*	Please enter your current employer's UK company or charity registration. If you are not currently in employment, please enter n/a.
Current Position Start Date*	Please complete the date in dd/mm/yyyy format. If you are not currently in employment, please enter 01/01/2022.
Current Position End Date*	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.
Applicant Career History*	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.

Applicant Qualifications*	Please list all your qualifications in reverse chronological order.
List your Relevant Skills and Experience*	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.

Project Proposal	
Project Title*	**Please give the full title of your proposed project.**
Start/End Date*	**EiR placements are expected to last one year.** The date of appointment must be the 1st of a month. Please complete the date in dd/mm/yyyy format. For the 2021/2022 round please use a start date on or after 1 January 2022 and before 31 March 2022.
Host Department*	Please provide the name of the department at your proposed host organisation where you intend to hold your EiR.
Field of Specialisation*	Please provide details of your field(s) of specialisation, eg research area/industry sector.
Subject Group *	Select the subject group/area(s) that most closely defines the research areas of your host department.
Summary*	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. **Plain text only. Maximum of 250 words**
Project Proposal*	You can either detail your project proposal within this application **(max 1500 words)**, or alternatively upload it as a PDF. **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.** 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. Please describe your proposed project as EiR at your host institution. This should give: • a description of your host and why it would benefit from having an EiR; • a plan and timeframe, with deliverables and milestones, for the activities that the EiR will undertake over the year; • the expected impacts of the project;

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	• a description as to why you, as the applicant, are best suited to delivering the project and meeting the aims of the scheme. 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.

Financial Details	
General information	Each award will have a value up to a maximum of £20,000 (including VAT where applicable). 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. 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. Applicants must consult with their employer's financial administrators before completing these details.
Financial details* **Basic salary** **Travel** **Other project expenses**	Please provide details of the funding required for the EiR under the relevant headings. State your required basic salary contribution (based on 0.2FTE). Please do not include the employer's pension costs or National Insurance costs. 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. 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.
Current salary	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.
Justification for Travel/Other Project Expenses*	A clear justification of **all** travel and other project costs must be provided here. These costs should be clearly broken down with a brief justification given for each.

Applicant Declaration*
Please declare that:

- 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.
- 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.
- 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.

Applicant Current Employer, Host Organisation and Nominated Referees Statements of Support

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.

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.

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.

Current Employer Statement of Support	**For any applicants who are in employment, a Head of Department/Line Manager statement of support is needed with this application.** 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. 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. You are advised to complete this **at least one week** before the deadline. Any applicants who are self-employed or not in employment can leave this section blank.
Head of Department *	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. 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. 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.
Nominated referee Support*	Confidential references from two nominated personal referees are needed with any application submitted to the Royal Society. 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. Please ensure that you use the correct email address when inviting your nominated referees to provide a letter of support. Before inviting the nominated personal referee to participate in completion of your application form, the applicant is instructed to ensure that the nominated personal

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	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.
	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.

	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 errors in the address.

Diversity Monitoring	
Diversity Monitoring	The Royal Society is committed to promoting diversity in UK science, technology, engineering and mathematics (STEM) 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 General Data Protection Regulation (GDPR) and will not be used for any purpose other than analysis of the Society's activities. 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. 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. ***Please note, that where an application contains applicant and co-applicant(s) details, all applicants will be expected to complete the diversity monitoring form.*** ***The lead applicant and co-applicant(s) are restricted to completing and viewing the diversity monitoring form that is relevant to them as individuals. You are not permitted to view the information provided by the other under this section of the application.***

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Appendix 1: Application and Review Process

ROUND OPENS

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Applicants fill in form online via Flexi-Grant®, submitting completed form to the Royal Society for consideration.

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UK Host Organisation's approver submits their approval via Flexi-Grant®

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ROUND CLOSES
Final submission to the Royal Society by deadline **24 September 2021 15:00 UK time** → Non-submissions are rejected

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Application is checked for eligibility → Rejection

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Application enters selection process October - November → Rejection

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AWARDED (December)