

Royal Society Leverhulme Trust Senior Research Fellowships 2022

The following scheme notes set out the eligibility and application process of the Royal Society Leverhulme Trust Senior Research Fellowships scheme. Please read through the entire document before proceeding with an application.

Contents

Contents	1
Overview	2
Background	2
Aims of the Scheme	2
Subjects Covered	2
Value of Funding and Support Provided	2
Duration and Start of Fellowship	2
Eligibility	2
Applicant Eligibility	2
Host Organisation Eligibility	3
Assessment Criteria and Review Process	3
Assessment Criteria	3
Review Process	3
Timetable	4
References and Participants	4
Contact information	6
Use of Data	6
System Guidance Notes	6
Using Flexi-Grant ®	6
ORCID Identifier	6
Completing the application form	7
Application Guidance Notes	7
Application Approvals	7
Question Guidance	7

Overview

Background

The Royal Society Leverhulme Trust Senior Research Fellowships were established through the generosity of the Leverhulme Trust.

Aims of the Scheme

The scheme seeks to provide opportunities for experienced academic researchers to focus on full-time research for up to one year, by relieving them of all their teaching, administrative and pastoral care duties during that period. Preference will be given to candidates who, as well as demonstrating scientific excellence, can show that such relief is particularly needed and timely. Applications from mid-career candidates are particularly encouraged.

Subjects Covered

Research 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 <https://royalsociety.org/grants-schemes-awards/grants/subject-groups>.

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 [Grants team](#).

Value of Funding and Support Provided

The Fellow's employing institution will be reimbursed for the full salary costs (including USS and NI) for the applicant (up to the equivalent of the minimum point on the lectureship scale as paid by the host university).

Research expenses of up to a maximum of £2,500 are available to cover costs of consumables, equipment, travel etc.

Duration and Start of Fellowship

Length of tenure: Between one academic term and one year.

Fellowships are expected to commence from 1 October 2022.

Number of awards: Up to seven per year.

Eligibility

Applicant Eligibility

Applicants must have a PhD or equivalent and hold a permanent post at a UK university or an eligible not-for-profit institution.

This is a senior fellowship scheme, and therefore applicants must be at a stage in their career when they have a well-established, fully independent research programme of their own, and would particularly benefit from a

period of full-time research. The applicant should also consider how the scheme will impact their career trajectory and scientific area.

Applicants should not have had sabbatical leave or other support relieving them from teaching and administrative duties for a total of one year or more in the three years preceding submission of the application.

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 or for any other part of the application process, please contact the Grants team at seniorfellowships@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;

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

Host Organisation Eligibility

Fellowships will be held at the applicant's own university, or any university or not-for-profit research organisation in the UK. This includes industrial research organisations in the UK, approved by the Council of the Royal Society and the Leverhulme Trust.

Assessment Criteria and Review Process

Assessment Criteria

Applications will be assessed against the following criteria:

- The scientific merit and track record of the individual: past achievements, research career to date (taking account of any career breaks), publication record, likely contribution to research field and future potential.
- Need for relief from teaching, administrative and pastoral care duties, including timeliness of the application in terms of your career and scientific area.
- The quality of the proposed research project: Strength, originality and novelty of the proposed project, definition of research plan and likelihood of achieving goals.

Review Process

All eligible applications for the Royal Society Leverhulme Trust Senior Research Fellowships are initially reviewed and assessed by two members of the Royal Society Leverhulme Trust Senior Research Fellowship Panel who have the most appropriate scientific expertise. The Panel will prepare a shortlist for further consideration. The shortlisted applications will be reviewed by two independent reviewers recommended by the Panel.

The Panel will convene and consider the shortlisted applications, together with the independent reviews and agree the recommendations for awards. It is expected that applicants will be notified of the outcome of their application by email by the end of April 2022. Some feedback may subsequently be available on request, although for those not shortlisted, the level of feedback will be limited.

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

All applicants will be notified of outcomes via email.

Timetable

Opening date	15 September 2021
Closing Date	17 November 2021
Expected results	April 2022

References and Participants

To complete and submit the application form, the lead applicant is required to provide supporting statements or references from three individuals (including two nominated personal referees and your Head of Department).

It is the applicant's responsibility to liaise with the Host Organisation's Approver, the Heads of Department, and the nominated referees to ensure that the required tasks are completed by the deadline. Please contact the Royal Society 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.

The primary consideration is that they are able to comment independently and authoritatively on your application (i.e. someone in your field, who is as independent a researcher as possible from the 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
- the Applicant's former/current supervisor (including PhD supervisor)
- a member on the assessment panel for this programme 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 this is the case, then it may make the application ineligible.

It is recommended that referring and supporting participants fulfil their requirements **at least 5 working days** before the submission deadline (Wednesday, 17 November 2021) to ensure there is sufficient time for

organisational approval. The Host Organisation approver must approve the completed application by the submission deadline.

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 **Error! Reference source not found.** 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 (Wednesday, 17 November 2021) to ensure there is sufficient time for organisational approval. The **UK 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 UK 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 Type 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 seniorfellowships@royalsociety.org or call +44 (0) 20 7451 2263.

Please quote your application reference number in all correspondence to the Royal Society.

Use of Data

Please note that information regarding your application for the Royal Society Leverhulme Trust Senior Research Fellowship may be shared with the Department of Business, Energy and Industrial Strategy (BEIS) and the Leverhulme Trust 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, the Leverhulme Trust 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 UK 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. Eligibility criteria
2. Contact details
3. Applicant career summary
4. Research Proposal
5. Use of Animals in research
6. Use of Human patients or tissue
7. Financial details
8. Applicant declaration
9. Head of Department support
10. Nominated referee (1)
11. Nominated referee (2)

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 UK Host Organisation is completed before the closing date.

The person responsible for approving your application will be the delegated authority at the UK 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 UK 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 nominated referees and Head of Department 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.

Summary	
Summary Table	<p>The summary page of the application form provides instructions for submission of your application for approval from the UK Host Organisation. In addition, you are provided with an overview for each section of your application form, the approximate length of time it will take to complete each section, and the number of participants required to participate in completion of your application form. Participants can be invited from the participant 'tab' which can be located just above the page summary header.</p> <p>Note: you will only be able to submit your application for approval by the UK Host Organisation once all sections of the form have been completed, which includes the Heads of Department support statement and two nominated references. Please invite them to your application at the beginning of your application.</p>

Eligibility Criteria	
Eligibility Criteria*	Confirm that you meet the eligibility criteria. Details of the eligibility criteria can be found on page 2.

Applicant Personal Details	
Title, Names, address, organisation and country*	<p>Review and complete your personal details accurately. Errors in this section can cause difficulties in processing your application. The address must be of the organisation at which you are based.</p> <p>Note: correspondence in connection with this application will be sent to the applicant.</p>
Email address*	In the case of the lead applicant this field defaults to the account in which the application has commenced and 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. (20 words max.).
Current Employer*	Enter the official organisation name of your current employer (this should be the current overseas host organisation).
Current Department *	Enter details of your current department name (e.g. Department of Astrophysics). (this should be the current overseas department)
Current Position Start Date *	Please enter the date when your current position started.
Contract Type*	Please select from the dropdown menu the type of contract you currently hold.
Source of Salary*	Please select from the dropdown menu the source of funding for your post
Personal statement*	

	<p>Please provide a personal statement about your research career to date including prizes and achievements and your career and research aspirations in the long term.</p> <p>You should state why you are applying for this Fellowship now, and how it will benefit your career trajectory and your research area.</p> <p>Please also give full details of any sabbatical leave arrangements provided by your host institute or which may be available to you from other sources.</p> <p><i>(500 words max.)</i></p>
Applicant Career History*	<p>Please list all of your appointments since your PhD and the dates in reverse chronological order, stating if part-time (and percentage part-time) if necessary. Please also give details of any career breaks.</p> <p>Please provide dates, durations and other details of any sabbatical leave you have taken and any other support you have received that has relieved you of teaching and administrative duties in the last seven years.</p> <p>Note: if you have an existing ORCID identifier, you can retrieve your career history from your profile to complete this section of the application form.</p>
Impact of COVID-19	<p>The Society appreciates that the impact of the coronavirus pandemic on researchers and their work will be varied. Please provide a summary of how the pandemic has affected your research activities. (Maximum 500 words)</p> <p>This can include but is not limited to: delays in publishing/submitting a key paper(s) (please note preprints can be included in your publications list), pause on experiments/research plans, reduced ability to work due to additional caring responsibilities.</p>
PhD Award Date*	<p>Please enter the date that you were awarded your PhD. Please note this is essential to assess your eligibility.</p> <p>Please contact the office to discuss your suitability to apply if you do not hold a PhD but have relevant research experience and/or equivalent postgraduate qualification</p>
Applicant Qualifications*	<p>Please list all your qualifications in reverse chronological order.</p>
List your key and/ or relevant publications*	<p>Please provide details of authors, titles and references of your key publications in refereed journals. Your list should include refereed papers in primary journals and contributions to symposia and compiled volumes (refereed only).</p> <p>You should choose not only the best but also those most relevant and important to the application to support your case. Please rank your publications in order of importance. Please also identify with asterisks up to 3 publications which you considered to be most significant (within the last 5 years) and your contributions.</p> <p>Note: if you have an existing ORCID identifier, you can retrieve your key publications from your profile to complete this section of the application form.</p> <p>Publications arising from large collaborative programmes – Clearly specify the exact role and contribution made towards large collaborative research programmes that have resulted in multi-authored publications.</p>

	<p>Do not include publications or articles that are in draft, only submitted for publication or have not been peer reviewed. The selection panel have specifically requested that these should not be included.</p> <p>If your field of research differs in any way from normal conventions, e.g. lead author, first author, and publications in journals being the main gauge of success, please provide a brief explanation at the top of your publication list.</p>
Applicant Research Funding *	<p>Please give brief details of current and any relevant previous research funding and other income for research, indicating source and value (GBP, approximately) in reverse chronological order.</p> <p>Note: You can retrieve your information from your profile to complete this section of the application form using your ORCID identifier.</p>
Current Administrative, Teaching and Pastoral Care Duties*	<p>Please ensure you provide detailed information about your teaching, administrative and pastoral care duties including preparation hours and contact hours in an average week, the number of lectures/tutorials per academic year, staff/student ratio etc.</p> <p>Please also include the number of lectures and tutorials given in the last academic year.</p> <p>Please also state how much of your time you currently dedicate to research and quantify how much additional time would be available for research should you be awarded the Fellowship. The assessment panel will focus on this information to determine your need for this fellowship and have asked specifically for these figures to be provided in detail.</p>
Need for Teaching Relief*	<p>Please specify any particular factors which, in your view, would make the relief from teaching, administrative and pastoral care duties provided by this award particularly needed and timely for you.</p> <p>The assessment panel will focus on this information also, so please explain clearly the importance of this fellowship to you and how it will make a difference to you and your research.</p>

Research Proposal	
Project Title*	Give the full title of your proposed project. <i>(20 words max)</i> .
Start / End Date*	<p>Please complete the date in dd/mm/yyyy format. These are the dates you intend to start and finish the proposed project.</p> <p>This fellowship can be held for up to 1 year.</p>
Keywords*	Provide up to 5-10 key words that could be used to describe your research, which will aid with identifying the most appropriate peer reviewers.
Subject group and Subject Area*	Select the subject group/area(s) that most closely defines the research area of the research proposal from the drop-down menu and tick box options. This will enable us to allocate the application to the most appropriate assessment panel.
Lay Summary*	<p>Please provide a lay summary of your proposed project. This should be understandable by a lay person. Explain why you have chosen to work in this subject area and what it is about your proposed 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 note Panel members place importance on this part of the application.</p> <p><i>(250 words maximum)</i></p>

Abstract	Please provide a scientific summary of your proposed project. This should be a summary of your research proposal, briefly outlining the background and summarising the aims of your project. <i>(400 words max.)</i>
Research Proposal*	Outline the nature and details of your proposed research project. Provide justification for the award and detail the difference securing the award would make to you, the department, the university and the research community. In providing the details of your research project, please include a description of the experimental methods and techniques you will be using. Select the method for detailing your proposal: Text box (500 words) or PDF Upload (Do not exceed 1 page of A4, portrait orientation). Please do not use a text size smaller than Arial 10 and please also ensure that the PDF document is not more than 3MB. Applicants are requested to make sure uploaded PDF documents are unlocked.
Outline of Data Management and Data Sharing Plan*	
<p>The Society supports science as an open enterprise and is committed to ensuring that data outputs from research supported by the Society are made publicly available in a managed and responsible manner, with as few restrictions as possible. Data outputs should be deposited in an appropriate, recognised, publicly available repository, so that others can verify and build upon the data, which is of public interest.</p> <p>The Society does not dictate a set format for data management and sharing plans. Where they are required, applicants should structure their plan in a manner most appropriate to the proposed research. The information submitted in plans should focus specifically on how the data outputs will be managed and shared, detailing the repositories where data will be deposited. In considering your approach for data management and sharing, applicants should consider the following:</p> <ul style="list-style-type: none"> • What data outputs will be generated by the research that are of value to the public? • Where and when will you make the data available? • How will others be able to access the data? • If the data is of high public interest, how will it be made accessible not only for those in the same or linked field, but also to a wider public audience? • Specify whether any limits will be placed on the data to be shared, for example, for the purposes of safeguarding commercial interests, personal information, safety or security of the data. • How will datasets be preserved to ensure they are of long-term benefit? 	
Outline of data management and data sharing plan*	If the proposed research will generate data that is of significant value to the research community, then please provide details of your data management and sharing plan. <i>(200 words max.)</i>
Fieldwork *	Will you be conducting fieldwork as part of your research? Yes/No *
Fieldwork	Please provide all details of any proposed fieldwork to be carried out. Please ensure you provide details of location, duration and justification for the fieldwork.
Fieldwork (Upload only)	Please upload documents related to the following (if applicable): 1. Permission Any mandatory documents that show local support has been assured by way of permission from the government concerned to travel to and work in the country. 2. Collection of specimens Any mandatory documents that show: <ul style="list-style-type: none"> • Specific permission has been obtained from the host country to collect and to export specimens and material

	The director of the museum or other decision makers where these specimens will be deposited has indicated his/her desire or willingness to have such specimens and material.
--	--

Use of Animals in Research*

The Royal Society is committed to supporting the development of alternative methods to reduce and/or replace the use of animals in research. Applicants proposing to use animals in their research must ensure that the use of animals falls within the regulations stipulated in the Animals (Scientific Procedures Act) 1986 and subsequent amendments. Additionally, applicants should continually be aware of developments in best practice, and adopt the principles of the 3Rs when designing and conducting experiments on animals.

As a funder of research, the Society takes its responsibilities towards the UK Animals (Scientific Procedures Act) 1986 seriously, and requires applicants to consider the questions below when preparing grant applications that include the use of animals.

Does your proposal involve the use of animals or animal tissue?*	Select 'Yes' or 'No'. If you have selected 'Yes' it is mandatory to complete all of the relevant questions on the Use of Animals in Research page.
---	--

Experimental Design Assistant

The Royal Society recommends that applicants use the Experimental Design Assistant (EDA), which is a free resource from the NC3Rs to support researchers in the planning of animal experiments. This will help to facilitate robust study design and reliable and reproducible findings.

The EDA helps applicants build a machine-readable diagram representing their experimental plan, following capture of their methodology, and allows the applicant to then generate a PDF report which provides a transparent description of the experimental design in a standardised format, which can be uploaded to the application form.

Please note: Applicants who choose to use the EDA, and subsequently uploads the EDA report to the application form, are advised to enter see report or n/a into any question fields within this section of the application form that have already been captured in the EDA report, to avoid any duplication.

Use of Human Patients and Tissue

Any application for a research proposal involving human patients or tissue and therefore requiring local ethical committee approval will be considered only when accompanied by the necessary permission certificate or proof that ethical permission will be sought, which must be provided in English.

Does your proposal involve the use of human patients or tissue?*	Select 'Yes' or 'No'. If you have selected 'Yes' it is mandatory to provide either a certificate or letter, as proof that ethical permission has been, or will be, obtained. Please upload the file as a PDF in portrait orientation.
---	---

Financial Details (Please note this is to be completed by either the Vice Chancellor/Director or Head of Department of the UK host organisation)

Proposed Budget*	<p>Please provide a summary of your requested budget in the table provided.</p> <ul style="list-style-type: none"> • Basic Salary: Please, include the total cost of the contract for the teaching cover (including USS and NI), up to the equivalent of the minimum point on the lectureship scale as paid by the host university
-------------------------	---

	<ul style="list-style-type: none"> • Research Expenses: up to £2,500.00 for the following items: Equipment Consumables Travel (UK and International)
Justification for Salary*	<p>Please, state the following:</p> <ul style="list-style-type: none"> • The salary point/scale/grade/spinal point equivalent of the teaching cover • The link to the Salary Pay Grades/Scales of your host institution. Alternatively, please upload a PDF below.
Supporting documents	If required, only upload documents (PDF) regarding your Salary Pay Grades/Scales of your host organisation.

<p>Applicant Declaration*</p> <p>By completing this section, you are declaring that the information you have provided in your application is true and correct.</p> <p>You are also signing to confirm the following:</p> <ul style="list-style-type: none"> • 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 research proposed and will continue to have access to the facilities for the duration of the project. • You have agreed with your Head(s) of Department that you will be afforded sufficient time and resources to deliver the research project as described in this application.
--

<p>Applicant Head of Department Support*</p> <p>The Head of Department should provide a confidential statement, confirming that:</p> <p>(a) The applicant will not have any formal teaching commitments or other academic or administrative responsibilities, such as membership of university committees, during the tenure of the Leverhulme Trust Senior Research Fellowship, other than the supervision of postgraduate and postdoctoral students; and</p> <p>(b) The eligibility of the applicant for sabbatical leave will not be prejudiced by the receipt of this fellowship.</p> <p>Confirmation of support of the application is required by the departmental head of the applicant. The applicant must invite the departmental head to participate in completion of the application form before it can be submitted for approval.</p> <p>Please ensure that you use the correct email address when inviting your Head of Department. In the event that the “applicant” is the Head of Department, statements will need to be supplied by the individual to whom the “applicant” reports i.e. a Dean or Head of Faculty or the Principal.</p> <p>Before inviting the Head of Department to participate in completion of your application form, the Applicant is instructed to ensure that the Head of Department is 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.</p> <p>Please check which email address the Head of Department 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 Head of Department to support your application, as an email will be sent automatically from Flexi-Grant® to the Head of Department 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>It is the responsibility of the applicant to:</p> <ul style="list-style-type: none"> • Inform the Head of Department of the deadline

- Liaise with the Head of Department 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 Head of Department completion status on your application summary page. You can issue a **reminder** email to the Head of Department through the participants 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.

Nominated referee Support*

Confidential references from two nominated personal referees are needed with any application submitted to the Royal Society.

The Applicant must ensure that they use the correct email address when inviting the nominated referees to provide letters of support.

Before inviting the nominated personal referee to participate in completion of the application form, the Applicant is instructed to ensure that the nominated personal referee is 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 to use as they may already be registered with a user account on Flexi-Grant®. It is **important** that the correct email addresses are entered when inviting the nominated referee to support the application, as an email will be sent automatically from Flexi-Grant® to the nominated referee with instructions for viewing the application and providing their support. Any mistakes in the email addresses supplied will delay the progress of the 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 address errors or spam filters.

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.

Appendix 1: Application and Review Process

