

## Dorothy Hodgkin Fellowships 2022

The following scheme notes set out the eligibility and application process of the **Dorothy Hodgkin Fellowships**. Please read through the entire document before proceeding with an application.

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# Overview

## **Background**

The [Dorothy Hodgkin Fellowship](#) (DHF) scheme was launched in 1995, specifically aimed at supporting talented postdoctoral scientists needing flexibility, due to caring responsibilities or personal health reasons, and enabling them to build an independent research career.

## **Aims of the Scheme**

The Dorothy Hodgkin Fellowship (DHF) programme aims to support the next generation of research leaders undertaking cutting edge research by offering a recognised first step into an independent research career for outstanding scientists who have a current need for flexible support (e.g. need to work part-time). Depending on their level of experience, those appointed are often expected to be strong candidates for permanent posts in institutions at the end of their fellowships.

The objectives of the DHF programme are to enable outstanding early career scientists, with the potential to become leaders in their field, to:

- Work flexibly from the outset and during the tenure of their fellowship, e.g. on a part-time basis or converting from full-time to part-time and back again to help match work and other commitments
- Start building an independent research career at a UK university or research institution
- Have the freedom, time and long-term flexible support to pursue high-quality and innovative lines of scientific research
- Develop as research leaders by offering tailored high-quality professional development, networking and engagement opportunities

## **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 of subject groups and areas supported, 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, please contact the Dorothy Hodgkin Fellowships Team via [dhf@royalsociety.org](mailto:dhf@royalsociety.org)

## **Value of Funding and Support Provided**

Funding will consist of:

**Research Fellow's salary:** The Society will cover 80% of the research fellow's salary costs, directly allocated costs (including estate costs), and indirect costs under the full economic costing (fEC) model. DHF award holders are expected to establish their independent research career and as such, the basic salary requested should be at a level commensurate with your skills, responsibilities, expertise and experience. It is expected that the requested basic salary for the first year will be comparable to academic staff at an equivalent career stage such as an early stage lecturer; up to a maximum of £41,340.00 per annum.

An annual spine point increase of 3% may be applied to the basic salary and oncosts. The Society will apply an inflationary increase to the salary, indirect and estates costs of successful awards, which will be determined by the HM Treasury GDP deflator. Should the University wish to supplement the basic salary provided by the Society it is free to do so at its own discretion.

The Dorothy Hodgkin Fellowship is **highly flexible** and part-time working (e.g. due to caring responsibilities and/or ill health) can be held to 0.6 FTE; sabbaticals and secondments can also be accommodated. There is also provision for maternity, paternity, shared parental leave, adoptive or extended sick leave ([royalsociety.org/leave-policy](https://royalsociety.org/leave-policy)).

**Research expenses:** Contribution to research expenses (£13,000 in year one and £11,000 per year thereafter). Furthermore, the Society will provide up to £40,000 as an additional contribution towards research expenses in financial year 2022/23 (1 October 2022 – 31 March 2023). The additional funds for 2022-23 (as well as the £13,000 in year one and £11,000 for consecutive years) can be used to cover:

- **Research assistance** – 80% of the full economic cost of a postdoctoral researcher/PDRA (salary costs and associated indirect and directly allocated costs, including estate costs) and can include contribution to technical support if appropriately justified (infrastructure technician costs should be included under directly allocated costs – see Application Guidance Notes below). If you are requesting a contribution to a PDRA we will require a statement from you and your Head of Department outlining any further support covered by the host organisation and clarifying the feasibility of the appointment.
- **Contribution to a 4-year PhD studentship** – If you are requesting costs to cover 1 year of a (new) 4-year PhD studentship, we will require a statement from you and your Head of Department confirming that:
  - a) You and/or your host organisation will cover the remaining (three year) costs associated with the studentship (fees at UK level and stipend);
  - b) You and your host organisation will be in a position to continue to supervise and support the PhD student during the final year of the studentship. For example, you will continue to be employed by the host organisation or have been offered a proleptic position;
  - c) In the event that you leave the host organisation, the PhD student will be permitted to decide whether to remain at the host organisation or move with the supervisor (with advice from the supervisor and other academic staff as appropriate). The host organisation will provide a deputy supervisor who will become lead supervisor in the event that the research fellow leaves the host organisation.
- 100% of **research expenses** including consumables, equipment under £10,000 and travel etc.

### **Period of funding and term of the enhanced research expenses**

The additional research expenses will be provided in addition to your current fellowship budget. Any unspent research costs at the end of the 2022-23 financial year (31 March 2023) can be carried forward into the next financial year. The additional research expenses will be reconciled along with your current fellowship at the end of your Royal Society award.

Further details of eligible costs are included in the Application Guidance Notes.

### **Duration and Start of Fellowship**

Fellowships are expected to commence on 1 October 2022. Funding is provided for 5 years.

Up to 5 awards will be offered with the potential to appoint additional Fellowships subject to available funding.

# Eligibility

## Applicant Eligibility

This scheme is open to:

- Applicants at an early stage of their research career, who have either completed their PhD or have no more than six years of **actual** research experience since their PhD (i.e. the date on which the PhD thesis was accepted in its final form and approved by the board of graduate studies) by the closing date of the round. Career breaks and part-time working are taken into consideration (see below for more details).
- Applicants who can demonstrate a need for flexible support due to personal circumstances which is current/by the start of their Fellowship and for the duration of the Fellowship. This can, but not exclusively, include: parental/caring responsibilities (e.g. raising children or being the primary carer for ageing or seriously ill family members) or clinically diagnosed health issues. Please note that the need for flexibility must comprise an ongoing rather than potential situation; as such, we would expect that any caring responsibilities would impact an applicant's general daily routine in order to justify any flexible working arrangements offered by this Fellowship. Further clarification on these eligibility requirements can be obtained from the Dorothy Hodgkin Fellowships Team. Please note that information regarding the need for flexibility will only be viewed by the Society's Grants Team and applicants will be asked to provide this information in the relevant section of the application form. Applicants **should not** therefore refer to their need for flexible support in their personal statement.
- Applicants of all nationalities.

Please note that Dorothy Hodgkin Fellows requiring a visa to work in the UK are eligible to apply for a Global Talent Visa under the fast-track process of endorsement. Other visa categories are available. In line with the highly prestigious nature of a Dorothy Hodgkin Fellowship, the Global Talent visa is designed for people who are recognised as leaders and potential leaders in their field. Further details can be found on the Royal Society's website ([royalsociety.org/global-talent-visa](https://royalsociety.org/global-talent-visa)).

This scheme is **not** for researchers that:

- Hold a permanent post (including proleptic or rolling contract of employment) in a University or not-for-profit research organisation.
- Hold or previously have held a nationally competitive Fellowship to establish an independent research group and therefore independent researcher status (such as but not limited to the applicant being able to submit research grants as a PI or being registered as the primary supervisor of a PhD student). For example, UKRI-STFC Rutherford Fellowship, NERC Independent Research Fellowship, EPSRC Early Career Fellowship, Sir Henry Dale Fellowship or BBSRC David Phillips Fellowship. *(Please note that holders of postdoctoral training fellowships such as the Marie Skłodowska-Curie Actions who meet the research experience eligibility requirements outlined above can apply).*

The [FAQs](#) provide additional information regarding the eligibility for the round. Please make sure you review this document before you apply.

The Society appreciates that there are diverse research career paths and understands the challenges of managing a research career alongside other personal commitments. When reviewing applicants' eligibility and research experience, the Society will consider time spent outside the research environment (e.g. time away due

to personal reasons such as maternity, paternity, shared parental and adoptive leave or other caring responsibilities; ill-health or working in a non-research environment/role such as industry).

Furthermore, where applicants have taken formal periods of maternity, paternity, shared parental and adoptive leave as the primary carer (either the mother, father, partner or adopter), or extended sick leave, the Society will allow an additional amount of time on top of each period of leave when assessing eligibility. Each case will be considered individually as per guidelines below:

**Maternity, paternity, shared parental leave and adoptive leave:** In addition to the actual time taken off work, an additional amount of time equivalent to 100% of the duration of leave taken will be added on top, up to a maximum of 6 months.

Example 1: If an applicant took 4 months leave, an additional 4 months would be added and a total of 8 months would be deducted.

Example 2: If an applicant took 18 months leave, an additional 6 months would be added (maximum additional time allowed) and a total of 24 months would be deducted.

**Extended sick leave** (defined as more than four weeks off work, as per the UK Government's definition): In addition to the actual time taken off work, an additional amount of time equivalent to 100% of the duration of leave taken will be added on top, up to a maximum of 6 months. As with parental leave, cases will be considered individually, and the host institution may need to confirm that the applicant qualifies for this provision. Supporting documents may be requested at the Society's discretion. The Society reserves the right to consider individual requests outside of the outlined policy in exceptional circumstances.

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 Dorothy Hodgkin Fellowships team by email: [dhf@royalsociety.org](mailto:dhf@royalsociety.org) or by phone: +44 20 7451 2666.

Adjustments can include but are not limited to:

- Extension of the application 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**

Fellowships must be held in a UK University or not-for-profit research organisation (including Research Council Institutes).

Candidates are not required to move institutions for the proposed Fellowship; however, those wishing to remain at their current organisation should clearly explain their planned route to independence and reasons for staying.

Depending on the level of experience, successful applicants are expected to be strong candidates for permanent posts in institutions at the end of their fellowships. Therefore, the application period may be an opportunity to begin initial discussions with your proposed host department regarding your future and the resources that they will commit to you, should your application be successful. Due to the complex nature of these conversations, we cannot provide bespoke advice.

## Assessment Criteria and Review Process

### Assessment Criteria

- The scientific track record of the applicant commensurate with research experience: past achievements, research career to date, publication record, likely contribution to research field, future potential to become a research leader.
- The suitability of host institution including appropriate expertise/equipment and research environment as well as support for career development.
- The scientific merit, originality, significance and quality of proposed research project and likelihood of achieving goals.

### Review Process

Applications are assessed by the Dorothy Hodgkin Fellowships Selection Panel. The Panel is composed of a broad range of experts and membership is likely to include Fellows of the Royal Society.

All eligible proposals submitted are initially reviewed and assessed by at least two members of the Dorothy Hodgkin Fellowships Panel who have the most appropriate scientific expertise. Following initial assessment, a shortlist is drawn up, with shortlisted proposals subject to independent peer review. Following completion of independent peer review, proposals are re-assessed by the two Panel members assigned to the proposal and a final shortlist for interview is drawn up with oversight from the Panel Chair. If successful at this stage, you will be notified about your interview in May. Interviews are normally held in June. All applicants will be notified of the outcome of their application around the end of July.

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	<b>Wednesday, 08 September 2021</b>
Closing Date	<b>Wednesday, 10 November 2021, 3:00 PM (UK Time)</b>
Interviews for shortlisted applicants	<b>8 – 10 June 2022</b>
Expected results	<b>End of July 2022</b>

## References and Participants

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

- Head of Department
- Two nominated Referees

The primary consideration for a referee is that they are able to comment independently and authoritatively on your application. At least one referee should be someone who has worked closely with you and is familiar with your research (for example a PhD or postdoctoral supervisor, mentor, prior collaborator). You should not choose both referees from your proposed host organisation and, if possible, one should be an international referee. You should make sure they are able to provide a reference before adding them to your application.

Nominated referees **must not** be:

- A named collaborator in your application;
- 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 (Wednesday, 10 November 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 Head 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 Organisation's Approver, the Head 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 UK 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 and/or the [FAQs](#) available on our website.** If not, please email the Dorothy Hodgkin Fellowships team via [dhf@royalsociety.org](mailto:dhf@royalsociety.org) or call +44 20 7451 2666.

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

## Use of Data

Please note that information regarding your application for the Dorothy Hodgkin Fellowship may be shared with the Department of Business, Energy and Industrial Strategy (BEIS) for reporting and 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 at <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 Participants sections 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:

**Summary**

**Eligibility Criteria**

**Need for Flexibility**

**Applicant Personal Details**

**Applicant Career Summary**

**Research Proposal**

**Use of Animals in Research**

**Financial Details**

**Applicant Declaration**

## **Head of Department Support Nominated Reference Support**

Please note that questions marked 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 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 participants tab on the application form summary page). Late applications will not be accepted.

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 participants under the 'Participants' tab on the summary page of the application form. **Applications submitted after the deadline will not be accepted.**

Please bear in mind it is the responsibility of the applicant to:

- Inform the Head of Department and Referees of the deadline
- Liaise with the Head of Department and Referees 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 and Referees completion status on your application summary page. You can issue a reminder email 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.

### **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 marked with \* are mandatory fields.

<b>Summary</b>	
Summary page	<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, including the approximate length of time it will take to complete each section.</p> <p>The summary page also allows applicants to manage and invite participants (e.g. Head of Department and two Nominated Referees) who are required to contribute to the application form. Instructions for inviting participants can be found under the 'participants' tab on the application summary page.</p> <p><b>Note:</b> you will only be able to submit your application for approval by the Host Organisation once all sections of the form have been completed.</p>

<b>Eligibility Criteria</b>	
Eligibility Criteria *	<p>Please provide confirmation that you meet the eligibility criteria.</p> <p>Details of the eligibility criteria can be found in the 'Eligibility' Section of these Scheme Notes.</p>

<b>Need for Flexibility</b>	
<p>Please confirm that you meet the eligibility criteria by completing the next two sections.</p> <p>Please note that your responses will only be viewed by the Society's Grants team to check your eligibility and suitability for the scheme. Panel members and independent reviewers will assess an application solely on the basis of scientific merit. If two candidates are judged to be equal in scientific merit at the Panel meeting, if warranted, a member of the Grants Team may read out the respective cases for flexible support. This will be the only time that the Panel will hear these statements.</p> <p>Please note that if you do not have a current need for flexible support, your application will not be eligible.</p>	

Current need for flexibility *	Please provide details of your current need for flexible support due to personal circumstances at the time of application. This can (but not exclusively) include current or future parental responsibilities (e.g. you are currently pregnant), caring responsibilities (e.g. raising children or being the primary carer for ageing or seriously ill family members) or clinically diagnosed health issues. Further clarification on any of the eligibility requirements can be obtained from the Dorothy Hodgkin Fellowships Team.
How you plan to use the flexibility offered through the Dorothy Hodgkin Fellowship*	<p>Please provide details of how you intend to use the flexibility offered by the Fellowship.</p> <p>Please note that the need for flexibility must comprise an ongoing rather than potential situation; as such, we would expect that any caring responsibilities would impact an applicant's general daily routine in order to justify any flexible working arrangements offered by this Fellowship.</p> <p><b>Plain text only (Maximum 200 words)</b></p>

<b>Contact Details</b>	
Title, Names, address, organisation and country *	<p>Review and complete your <b>personal details</b> accurately. Errors in this section can cause difficulties in processing your application. Errors will not be corrected after submission.</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 'Head of Department'.</p> <p><b>Organisation:</b> this table will automatically display details of the intended Host Organisation (marked by a tick) which you selected previously and your current organisation, if different from the organisation where the award will be held and administered.</p>
Email address *	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 will be sent. The applicant must therefore commence the application using the login email address used to register a user account on Flexi-Grant®.

<b>Applicant Career Summary</b>	
Title of Current Position *	Please state the title of your current position.
Current Employer *	Please enter the official organisation name of your current employer (e.g. University of Bath).
Current Department *	Please enter details of your current department (e.g. Department of Chemistry).

Country/Territory *	Please select the country/territory where your current employer (or last employer if currently unemployed or on leave) is based.
Current Position Start Date *	Please enter the date when your current position started.
Current Position End Date *	Please enter the date when your current position is expected to finish. If you are on an open-ended contract, please enter 31 December 2050.
Field of Specialisation *	Enter details of your field(s) of specialisation. <b>(Maximum 20 words)</b>
Summary of Your Current Research *	Please provide an outline summary of your current research. Please also include a brief comment on the strength of your host organisation. <b>(Maximum 200 words)</b>
Date of First Post-Doctoral Research Position	Please enter the date that you started your first Post-Doctoral Research Position.
PhD Award Date *	Please enter the date that you were awarded your PhD <b>(i.e. the date when you received formal notification of your PhD thesis being accepted in its final form and approved by the Board of Graduate Studies).</b>
PhD Institution *	Please state the name of the institution where you were awarded your PhD.
PhD Country/Territory *	Please state the country/territory in which you were awarded your PhD.
Personal Statement *	<p>Please provide a personal statement about your research career to date including research-related contributions, prizes and achievements as well as your career and research aspirations in the long term. You should state why the aims of this Fellowship will be beneficial to you at this stage in your career, how you intend to build your independent research career providing a clear pathway to independence, and how the Fellowship will help you to reach your goals.</p> <p>Please note that you may use the personal statement to provide details of additional activities you have undertaken to demonstrate your contribution to the wider scientific endeavour (e.g. conferences, patents, workshops, public engagement activities, etc).</p> <p><b>Plain text only (Maximum 500 words)</b></p>
Applicant Career History *	<p>Please provide a full list of your appointments since your PhD <b><u>in a clear and concise reverse chronological format</u></b> stating if part-time (and percentage part-time) when necessary.</p> <p>The depth of information you provide is up to you but this will represent you under assessment and so it is worth including as much good evidence for your academic merit as possible.</p> <p><b>Please provide full details <u>in a clear and concise reverse chronological format of any periods of part-time working, career breaks, extended sick leave or</u></b></p>

	<p><b>maternity/paternity/adoptive leave as your eligibility may depend on the accuracy of this information.</b></p> <p><b>Please provide dates in the format of DD/MM/YYYY (days may be omitted if unknown).</b></p> <p>You are not required to include prizes and achievements in this section; this can be included in the Personal Statement field.</p> <p><b>Note:</b> You can retrieve your career history information from your profile to complete this section of the application form using your ORCID identifier.</p>
Impact of Covid -19	<p>The Society recognises that the impact of the coronavirus pandemic on early career researchers and their work will be varied. Please provide a summary of how the pandemic has affected your research activities.</p> <p>This can include but is not limited to: delays in publishing/submitting a key paper(s) (please note pre-prints can be included in your publications list), pause on experiments/research plans, reduced ability to work due to additional caring responsibilities.</p> <p><b>Plain text only (Maximum 500 words)</b></p>
Applicant Qualifications *	<p>Please list all your qualifications <b>in reverse chronological order.</b></p> <p>The depth of information you provide is up to you, but this will represent you under assessment and so it is worth including as much good evidence of your academic merit as possible and as appropriate for the funding for which you are applying.</p> <p><b>Note:</b> You can retrieve your qualification information from your profile to complete this section of the application form using your ORCID identifier.</p>
List your Key and/or Relevant Publications *	<p>Please provide details of authors, titles and references of up to 20 of your key pre-prints and publications in refereed journals, in reverse chronological order. You should include those outputs most relevant to the application to support your case. Please note that publications will be reviewed on the basis of scientific content, rather than publication metrics or the identity of the journal.</p> <p>Most significant publications - Please identify with asterisks (*) up to five publications which you consider to be most significant.</p> <p>Your list should have three sections: (i) refereed papers in primary journals, (ii) contributions to symposia and compiled volumes (refereed only); and (iii) pre-prints.</p> <p>For 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>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> <p>If appropriate, give the publisher or where each publication may be obtained, providing a URL if available. Citations for pre-prints must state "Pre-print", the repository name and the article's persistent identifier (e.g. DOI).</p> <p><b>Plain text only (Maximum 1000 words)</b></p> <p><b>Note:</b> You can retrieve your publications to complete this section of the application form using your ORCID identifier.</p>
Applicant Research Funding *	<p>Please list all your current and previous research funding <b>in reverse chronological order</b>.</p> <p>The depth of information you provide is up to you, but this will represent you under assessment and so it is worth including as much good evidence for your academic merit as possible and as appropriate for the funding for which you are applying.</p> <p>Please give particulars (type of award, value and title of research) and if relevant confirm whether these would continue if you are successful in securing this Fellowship. Please note here any pending parallel fellowship applications and when you expect to be given a decision.</p> <p><b>Note:</b> You can retrieve your information from your profile to complete this section of the application form using your ORCID identifier.</p>
<b>Research Proposal</b>	
Start Date*	Please enter the proposed start date of the project. Fellowships are expected to commence on 1 October 2022.
End Date*	This must be exactly 5 years from the proposed start date.
Project Title*	Please give the full title of your proposed project. <b>(Maximum 20 words)</b>
Keywords*	Provide <b>5-10 keywords</b> which could be used to identify your research. This will aid with identifying the most appropriate peer reviewers.
Subject Group*	Please select the group that most closely reflects your area of research.
Subject Area*	Please select the subjects that most closely reflect your area of research.

Abstract*	<p>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.</p> <p><b>Plain text only (Maximum 400 words)</b></p>
Lay Summary*	<p>Please provide a lay summary of your proposed project. This should be understandable by a lay person. You should 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. If relevant, please also explain the potential impact or wider benefits to society of your research.</p> <p>Please be aware that the DHF Panel is composed of a broad range of experts who will not all be specialists in your specific area. Please bear this in mind when writing your summary for a non-specialist audience. Panel members place importance on this part of the application.</p> <p><b>Plain text only (Maximum 250 words)</b></p>
Research Proposal*	<p>Please describe the nature of your proposed research including aims and a brief plan of the investigation. You should include a description of the experimental methods and techniques you will be using (including details of statistical analysis if applicable), together with an indication of milestones/time-scales for the various components.</p> <p>Please also bear in mind that, although it is intended that your application will be viewed mostly on screen, there may be occasions when your application has to be photocopied or printed in black and white. Consequently, illustrations and photographs with fine detail or in colour are best avoided.</p> <p><b>PDF file upload:</b> Three sides of A4 only, in portrait orientation. If the page length is exceeded, the text will be truncated by the Society. Please do not use a text size smaller than Arial 10 and make sure the document is titled.</p> <p>When uploading PDFs, add your name and a heading to the top of every page. Please ensure that there are no security settings activated on uploaded PDFs and avoid uploading documents containing illustrations with fine details or colour, as this can cause problems when creating a PDF of the application. Please note that we will only print applications in black and white.</p> <p><b>If using the Text Field option rather than the PDF upload then this requires plain text only (Maximum 1500 words).</b></p> <p>When entering plain text, avoid using symbols as some may not be accepted by Flexi-Grant®. You should generate a PDF of your application (by choosing 'print' on the form) to check that the application appears as you want it to.</p>
Named collaborators*	<p>If you have named collaborators in your research proposal please provide letters of support.</p>
Host Organisation*	<p>Please select the organisation where the award will be held from the drop down list.</p>
Host Department*	<p>Please provide the name of the proposed department at your host organisation where you will hold the Fellowship. Please enter the official name (e.g. <i>School of Chemistry</i> rather than <i>Chemistry</i>)</p>



Justification for Choice of Host Organisation*	<p>Please provide a short statement justifying your choice of host organisation (i.e. why is it best suited for your research and career?).</p> <p>Please ensure that you clarify how the Fellowship will help you to achieve independence at your chosen host organisation.</p>
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### Data Management and Data Sharing

The Royal 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. To fully realise the benefits of publicly available data they should be made intelligently open by fulfilling the requirements of being discoverable, accessible, intelligible, assessable and reusable.

The Royal 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:

- 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. <b>(Maximum 200 words)</b>
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)	<p>Please upload documents related to the following (if applicable):</p> <p>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.</p>

	<p>2. Collection of specimens</p> <p>Any mandatory documents that show:</p> <ul style="list-style-type: none"> <li>• Specific permission has been obtained from the host country to collect and to export specimens and material.</li> <li>• 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.</li> </ul>
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<p><b>Use of Animals in Research *</b></p>
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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.

<p>Does your proposal involve the use of animals or animal tissue? *</p>	<p>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.</p>
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**Experimental Design Assistant**

The Royal Society strongly 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 upload 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.

<p><b>Use of Human Participants and Tissue</b></p>
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Any application for a research proposal involving human participants, 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.

<p>Does your proposal involve the use of human participants, patients or tissue? *</p>	<p>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.</p>
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<b>Financial Details</b>	
<b>General information</b>	<p>The Royal Society will fund 80% of the fellow's salary, directly allocated, and indirect costs under the full economic costs model (fEC). Research expenses will be funded at 100% (subject to restrictions outlined below).</p> <p>Applicants must consult with the appropriate financial administrators before completing these details.</p> <p><b>When completing the budget table in Flexi-Grant® please ensure to provide 100% values.</b></p> <p>Please provide details of the funding required for each year of the research fellowship under the relevant headings. Note that year 1 = first year of fellowship from 1 October 2022.</p> <p><b>Please ensure that no indexation is added to these costs.</b></p>
<b>Directly incurred costs*</b>	These are costs that can be explicitly identifiable as arising from the research fellowship. The University must have an auditable record for these costs.
Basic salary*	<p>Please state your required basic salary for each year of the research fellowship. The maximum that can be requested in the first year is £41,340.00</p> <p>The aim of the Fellowship is to support researchers establishing their independent research career. It is therefore expected that research fellows will be placed at the appropriate salary grade comparable to those of early career lecturers for example. The starting salary should be at a level commensurate with your skills, responsibilities, expertise and experience. It is expected that requested salaries will be comparable to academic staff at equivalent career stage such as an early stage lecturer salary scale point. The Society reserves the right to provide support at a different level if it is considered appropriate.</p>
London Allowance	Where appropriate, and if not included in basic salary, please give details of any London weighting allowance.
On costs*	<p>Please indicate the funding required for employer's on costs e.g. employer's National Insurance contributions and employer's pension contributions.</p> <p><b>Please note that apprenticeship levy costs are ineligible.</b></p>
<b>Research expenses*</b>	<p>Contribution to research expenses: £13,000 in year one and £11,000 thereafter.</p> <p>In addition, up to £40,000 in financial year 2022/23 (1 October 2022 – 31 March 2023) can be requested.</p>
Consumables*	Funding for essential consumables may be requested.
Other research expenses	<p>Other expenses may include:</p> <ul style="list-style-type: none"> <li>• Field trip expenses (including fieldwork fees/subjects/informants)</li> <li>• Access charges of external facilities</li> <li>• Animal and plant licence fees</li> <li>• Software licenses</li> </ul>

	<ul style="list-style-type: none"> <li>• Contribution to technical training costs for the fellow. Also up to £5,000 towards their own career/professional development.</li> <li>• Up to £1000/year to support public engagement activity. Ideally this could link to your research, involve specific public groups from outside your organisation and aim to produce benefits for both you and the participants.</li> <li>• Travel costs for attending <a href="#">Royal Society Training &amp; Development Opportunities</a>. The cost of courses, accommodation and catering is covered by the Royal Society; you only need to include the cost of your travel to the opportunities you want to take up.</li> </ul> <p>You will also be able to use your fellowship research budget to cover visa costs for yourself and your dependants (e.g. partner and children).</p> <p>Please note if successful you will be able to claim relocation costs as a contribution towards the costs of moving to the UK from abroad.</p> <p>Funding for undergraduate summer studentships can be requested, with normally a maximum of 2 studentships for the whole duration of the Fellowship. A maximum of £2,000 can be requested for each undergraduate summer studentship.</p> <p><b>Please note that costs associated with open access publications cannot be requested.</b> Royal Society Research Fellows submitting manuscripts to Royal Society journals will currently not need to pay article processing charges.</p> <p>A full breakdown of animal costs must also be provided (see below).</p> <p>Any request for other expenses must be fully justified.</p>
Animal purchases	Funding for animal purchases may be requested but should be fully justified in section 5 of the application form.
Animal maintenance	Funding for animal maintenance may be requested but should be fully justified in section 5 of the application form.
Travel *	Travel costs should be based on the most suitable and economical form of travel. Costs for attendance at conferences may be included, where attendance will be of direct benefit to the research. Travel costs for research collaborators may also be claimed.
Equipment*	<p>Funding may be requested for the purchase of specialised equipment (including the cost of installation, spares or software procurement and the annual cost of maintenance or relocation charges specifically related to the newly purchased equipment). Funding may be requested for highly specialised computer hardware.</p> <p>Any equipment costing more than £10,000 will require additional justification and a 50% contribution from the host organisation. Applicants should clarify the VAT position on purchases before seeking a grant.</p> <p>For all equipment and services costing more than £25,000 (excluding VAT), professionally qualified procurement staff must be consulted at the beginning of the procurement process and must approve the order before it is placed with the supplier.</p>

PhD stipend and PhD fees*	Please include cost of stipend (fixed value) of £15,609 for one year. Please include London weighting allowance if applicable. University fees of up to £4,500 per year can also be requested (for one year only).
Post-doctoral Researcher costs*	Please provide the basic salary, on costs, indirect, estate and other costs at 100% fEC. If awarded, all associated PDRA costs will be covered at 80% fEC.
<b>Indirect costs*</b>	<p>Non-specific university costs e.g. costs of administration, such as personnel, finance, library and some departmental services, charged across all research activities, based on estimates that are not included as Directly Allocated costs.</p> <p>Like estates costs, indirect costs will be calculated by your host organisation and a single figure is required. Information about the derivation or justification of indirect costs and estates costs is not required.</p> <p><b>Please ensure that no indexation is added to these costs.</b> This will be added automatically each year of successful awards in line with HM Treasury's GDP deflator.</p>
<b>Directly allocated costs*</b>	<p>The costs of resources that will be used by you that are shared by other research activities. These are funded on the basis of estimates. This cannot include the purchasing and maintenance of animal costs.</p> <p><b>Please ensure that no indexation is added to these costs.</b> This will be added automatically each year of successful awards in line with HM Treasury's GDP deflator.</p>
Estates costs*	<p>Please provide details of the estates costs required for the duration of the research fellowship.</p> <p>These costs may include building and premises costs, basic services and utilities, clerical staff and equipment maintenance or operational costs that have not been included under other cost headings.</p> <p>Please consult with the appropriate financial administrators to obtain the relevant figure for your host organisation.</p>
Other*	<p>Other directly allocated costs can be requested, calculated on the basis of estimates, depreciation costs and charge out costs for major facilities.</p> <p>Any request for other directly allocated costs must be fully justified.</p> <p><b>Funding for infrastructure technicians</b> – As part of the directly allocated costs applicants can now request funding for infrastructure technician costs.</p>
<b>Justification *</b>	Please fully justify all requested costs for research expenses, PhD studentship and PDRA costs by referring to each budget heading. Funding will not be awarded without justification. <b>Plain text only.</b>

### 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. The Terms and Conditions for Royal Society applications can be found at <https://royalsociety.org/grants-schemes-awards/grants/university-research/>
- 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.

### Institutional and Departmental Support \*

#### Head of department \*

You should invite the Head of Department at your host organisation to provide a statement of support by following the instructions under the 'Participants' tab on the application form summary page. Please check that they are able to supply their statement in advance of **Wednesday, 10 November 2021, 3:00 PM (UK time)**.

You will not be able to submit your application for approval from your institution until the references have been completed.

Please check which email address your Head of Department would like to use, as they may already be registered on Flexi-Grant® and mistakes may lead to a delay in processing your application.

The Head of Department is required to summarise as part of their statement and organisation's commitment to the candidate:

- The suitability of the candidate for the Fellowship and Department
- Set out how the host department/institution will provide the support, mentorship and guidance to enable the candidate to thrive in their career and research, and provide assurance that the fellow would have the same status and benefits as other academic staff of similar seniority
- The effective and transparent arrangements that led to the applicant being supported to apply for the Royal Society Fellowship

### Nominated Referees \*

You should invite two referees who can provide a confidential reference for your application, by following the instructions under the 'Participants' tab on the application form summary page. Please check with them that they are happy to provide the reference and inform them that they will be contacted by email and asked to provide their reference via the Flexi-Grant® system in advance of **Wednesday, 10 November 2021, 3:00 PM (UK time)**.

You will not be able to submit your application for approval from your institution until the reference has been completed.

The primary consideration for a referee is that they are able to comment independently and authoritatively on your application. At least one referee should be someone who has worked closely with you and is familiar with your research (for example, a PhD or postdoctoral supervisor, mentor). You should not choose both referees from your proposed host organisation and, if possible, one should be an international referee. Please make sure they are able to provide a reference before adding them to your application.

Nominated referees **must not** be:

- A named collaborator in your application
- A member on the assessment Panel for this scheme
- 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.

### 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.

# 1. Appendix 1: Application and Review Process

