

International Exchanges Scheme 2024 – Kan Tong Po Visiting Fellowships

The following scheme notes set out the eligibility and application process of the International Exchanges Scheme 2024 - Kan Tong Po Visiting Fellowships. Please read through the entire document before proceeding with an application.

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1. Overview

1.1 Aims of the Scheme

The purpose of this scheme is to contribute at the highest level of scientific research and education at the University of Hong Kong, Chinese University of Hong Kong, the Hong Kong Polytechnic University, the City University of Hong Kong and the Hong Kong University of Science and Technology, by awarding Visiting Fellowships each year to UK or USA based scientists to collaborate with a Hong Kong based academic, or for Hong Kong based scientists to collaborate with an academic based in either the UK or USA.

1.2 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 [our guidance page](#).

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

If there is any doubt about the eligibility of a project, contact the Grants team via international.exchanges@royalsociety.org.

1.3 Duration and Start of Fellowship

Fellowships are expected to commence by March 2025.

Visiting Fellowships are tenable for up to 3 months. Activities must start no earlier than 4 months after the closing date.

The Society defines the start of the project as being any activity undertaken to progress the project, which includes booking flights or planning a schedule of activities to be undertaken in the initial stages; it is not necessarily the date when visits must have commenced. Award holders can apply for up to one year no cost extension.

2. Timetable

Opening date	Wednesday, 10 April 2024
Closing Date	Wednesday, 05 June 2024, 15:00 (UK Time)
Expected results	October 2024

3. Finance

Applicants are permitted to apply for up to £3,000.

3.1 Programme Specific Funding Rules

A maximum of £3,000 is available for club class/economy APEX international airfare and accommodation/subsistence.

Countries/Territories covered: UK, USA and Hong Kong only. **Please note that applications for visiting fellowships between the UK and USA are not eligible.**

4. Eligibility

4.1 Applicant Eligibility

- The UK or USA based scientist and/or project leader (the lead applicant) and the overseas based scientist and/or project leader (the co-applicant) must have completed a PhD or have extensive experience at an equivalent level at the time of application.
- The applicant and co-applicant must hold a permanent or fixed term contract for the duration of the award in an eligible organisation in their respective countries/territories.
- As this scheme is not intended to be used to extend an existing fellowship, the applicant and co-applicant must be based in their respective countries/territories and institutions at the time of application.
- Applications must be started on Flexi-Grant® by the lead applicant (UK or USA based academic) on behalf of the co-applicant (Hong Kong based) i.e. the application must be initiated in the applicant's Flexi-Grant® account.
- Applicants are not permitted to submit more than one application per round (deadline).
- Retired scientists who are still active in science must submit their application through an eligible host institution.
- Holders of a current International Exchanges award with Hong Kong may not apply until the project has ended and the final report has been submitted.

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).

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 policies and processes to embed EDI principles in all aspects of the grant making process and ensure all talented applicants have an equitable chance to succeed as per the assessment criteria.

See below for details of adjustments we can provide for disabled applicants.

Support to applicants with disabilities: The Royal Society welcomes applications from disabled applicants 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 Grants team on international.exchanges@royalsociety.org or call +44 20 7451 2666. Adjustments can include but not limited to:

- Extension of the deadline;
- Additional support to complete the application form;
- Technical support during interviews for candidates with hearing or visual impairments;
- Support during interviews for neurodiverse candidates and those with mental health conditions.

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

4.2 Host Organisation Eligibility

Eligible host organisations are a university or not-for-profit research institution. Ineligible organisations include industrial, private and commercial organisations, university spin-out companies, and governmental bodies. For information on eligible UK host organisations please see <https://royalsociety.org/grants-schemes-awards/grants/applications/>

4.3 Eligible Hong Kong Institutions

Applications are only welcome for Visiting Fellowships between either the UK or USA and the following institutions in Hong Kong:

- University of Hong Kong
- Chinese University of Hong Kong
- Hong Kong Polytechnic University
- City University of Hong Kong
- Hong Kong University of Science and Technology

4.4 Eligible Activity

- Collaborations should be based on a single project.
- Costs for travel to or from a third country are not eligible.
- Activities must start no earlier than 4 months after the closing date and no later than the month outlined in the Timetable on page 2.
- Applications for a maximum award amount of £3,000 can only support travel (and associated accommodation/subsistence) for a one- off visit lasting up to 3 months from:
 - either UK or USA to Hong Kong
 - or Hong Kong to either the UK or USA

5. Assessment Criteria and Review Process

5.1 Assessment Criteria

The primary considerations are listed below. Successful applications should be strong in all respects:

- The research background of the UK or USA and Hong Kong based scientist
- The strength of the scientists and institution in the area of proposed research
- The mutual benefit of the collaboration
- The strength of the proposal
- The potential contribution to the UK or USA science base
- The potential contribution to the Hong Kong science base
- The potential for long-term collaboration

5.2 Review Process

All applications to the Kan Tong Po Visiting Fellowship Scheme are reviewed and assessed by two members of the selection panel who have the most appropriate scientific expertise using the criteria detailed above.

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.

6. Participants

To complete and submit the application form, the lead applicant is required to invite the following individuals to complete their section of the application form (who must be listed under the Participants tab):

- the Co-applicant
- the **applicant's** Head of Department;
- the **co-applicant's** Head of Department.

Note: if either the applicant or co-applicant is the Head of Department, then details of the individual to whom they report must be supplied instead, i.e., Head of School or Head of Faculty or Dean

6.1 How to invite participants to contribute to an application

All supporting statements must be submitted through Flexi-Grant. To submit references please follow the steps below.

Step 1 | Ensure all participants have a Flexi-Grant account

- All participants must set up a Flexi-Grant account in order to contribute to an application.

- If a participant already has a Flexi-Grant account they should use that, if not then a new account should be set up.

Step 2 | Invite participants to contribute to an application

- Applicants should invite participants to submit their supporting statements through the 'participants' tab.
- The participants tab can be found on the application form summary page and contains details of each participant required to contribute to the application
- Applicants should select 'invite' and enter the e-mail address of the person they wish to invite to provide the relevant statement and send the invitation.

Step 3 | Monitor participants responses

- 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 participant has accepted your invitation, their status will be displayed as 'active'.
- Once participants have completed all their sections of the application form they should select '**Save & Submit**' on the application form page or select '**Submit your contribution**' on the summary page.
- Upon completion of their section of the application form their status will be displayed as 'complete'.

Please note that 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, 05 June 2024) 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 Host Organisation's Approver and the Head(s) of Department to ensure that the required tasks are completed by the deadline. Please contact the Grants team before the deadline if there is any issue. Alternatively, the Host Organisation's Approver, the Head(s) of Department 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.

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. Applications cannot be submitted until all participant sections are marked as

complete so it is important that applicants ensure that their organisation's research support team complete this section.

As the Research Support Role is optional, applicants can revoke this participant request in order to submit their application if the section has not been completed. Please navigate to the participants tab and revoke the request for Research Support Role.

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

7. Contact information

Enquires about this scheme can be made using the contact details below. Before contacting us, please check whether your question is answered by these scheme notes. If not, please email the Grants team via international.exchanges@royalsociety.org or call +44 20 7451 2666 (lines open Mon-Thur, 10am to 4pm).

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

8. Use of Data

All applicant data, including personal data, is governed by the [Royal Society's Privacy Policy](#). This Policy sets out how and why the Royal Society uses your personal data, and how we protect your privacy when doing so. Please refer to the section entitled "Grant Applicants and Holders" for details of how the Privacy Policy determines the use of applicant data.

In addition to the usage set out in the Royal Society's privacy policy, please note that information regarding your application for the Kan Tong Po Visiting Fellowships Programme may be shared with the donor 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 or an agent acting on their behalf, for reporting and evaluation purposes throughout the course of your funding and after its completion.

9. Use of generative AI

Generative AI tools offer potential benefits for research but also challenges and risks. The Royal Society has joined with other funders to set our expectations around the use of generative AI tools in funding applications. [Funders joint statement: use of generative AI tools in funding applications and assessment](#).

When developing funding proposals, researchers must ensure generative AI tools are used responsibly and in accordance with relevant legal and ethical standards where these exist or as they develop. Funding proposals for Royal Society grants should adhere to our existing commitments to policies on [Research Integrity and Trusted Research](#). Applicants are responsible for ensuring the originality, validity, reliability and integrity of

any outputs created or modified by generative AI tools. Where generative AI tools are used in funding proposals their use should be acknowledged in the application by naming the AI source and specifying how the content was generated (for example by listing the prompt used).

10. System Guidance Notes

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

10.1 Using Flexi-Grant®

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

Before completing the online form, all applicants should check that they comply with the eligibility requirements and ensure all necessary information is presented in the application. These requirements are strictly adhered to and applications without all the necessary information, or evidence to show the assessment criteria are met, will be rejected.

All applications must be approved by the Host Organisation and the applicant's departmental support must be completed before you can submit via Flexi-Grant®. Late applications will not be accepted.

For instructions on inviting participants to contribute to an application (such as referees or departmental support), please see the 'References and participants' section.

Further guidance and support can be found through the [applicant and approver knowledge base](#).

10.2 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>.

10.3 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

Contact Details (UK/USA applicant)

Lead Applicant Career Summary (UK/USA applicant)

Co-applicant Overseas Career Summary (Hong Kong applicant)

Research Proposal
Data Management and Data Sharing
Use of Animals in Research
Use of Human Patients and Tissue
Financial Details
Applicant Declaration
Head of Department Support (of the UK/USA applicant)
Head of Department Overseas Support (of the Hong Kong applicant)
Diversity Monitoring Form

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.

11. Application Guidance Notes

11.1 Application Approvals

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

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

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

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

11.2 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 page	<p>The summary page of the application form provides instructions for submission of your application for approval from the 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. UK or USA Head of Department, Overseas Head of Department and Research Support (optional)) 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>Note: 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>

Eligibility Criteria	
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>

Contact 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. Errors will not be corrected after submission.</p> <p>Under this section, you should edit the contact type of the participants who will partake in your application form. The system default contact type is set as 'collaborator'. To amend the contact type of your Head of Department, click 'edit', and under the contact type field, select the 'Head of Department'.</p> <p>Organisation: 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 *	<p>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®.</p>

Applicant [and Co-Applicant] Career Summary	
Full name *	Please enter your full name, including title. [Co-applicant only]
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 Astrophysics).
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. (Maximum 20 words)
Summary of Your Current Research *	Provide an outline summary of your current research. Please also include a brief comment on the strength of your organisation. (Maximum 200 words)
PhD Award Date *	Please enter the date that you were awarded your PhD. If you have not received your PhD, please enter your expected completion date.

<p>Applicant Career History *</p>	<p>Please provide a full list of your appointments since your PhD in reverse chronological order 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>Please provide full details of any periods of part-time working, career breaks, extended sick leave or maternity/paternity/adoptive leave as your eligibility may depend on the accuracy of this information.</p> <p>Note: You can retrieve your career history information from your profile to complete this section of the application form using your ORCID identifier.</p>
<p>Impact of Covid -19</p>	<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>
<p>Applicant Qualifications *</p>	<p>Please list all your qualifications in reverse chronological order.</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>Note: You can retrieve your qualification information from your profile to complete this section of the application form using your ORCID identifier.</p>
<p>List your Key and/or Relevant Publications *</p>	<p>Please provide details of authors, titles and references of your key preprints 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>Your list can be divided into three sections: (i) refereed papers in primary journals; (ii) contributions to symposia and compiled volumes (refereed only); and (iii) preprints.</p> <p>Most significant publications - Please identify with asterisks (*) up to five publications which you consider to be most significant.</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 preprints must state "Preprint", the repository name and the articles persistent identifier (e.g. DOI).</p> <p>Note: You can retrieve your publications to complete this section of the application form using your ORCID identifier.</p>
Applicant Research Funding *	<p>Please list your current and previous research funding in reverse chronological order.</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>Note: You can retrieve your information from your profile to complete this section of the application form using your ORCID identifier.</p>

Research Proposal	
Project Title *	Please give the full title of your proposed project. (Maximum 20 words)
Start Date *	Please enter the proposed start date of the project. Activities must start no earlier than 4 months after the application closing date and no later than the latest project start date mentioned on page 2.
End Date *	Please enter the proposed end date of the project. This must be 3 months from the start date.
Host Organisation *	Please select the host organisation where the award will be held from the drop-down list.
Subject Group/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.
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. (Maximum 400 words)
Lay Summary *	Please provide a lay summary of your proposed project. This should be understandable by a layperson. 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 applicable, please also explain the potential impact or wider benefits to society of your research. (Maximum 250 words)

Research Proposal *	Please provide details of your research proposal. Your proposal should also include an outline of the nature and purpose of your research project including a description of the experimental methods and techniques to be used. (Maximum 500 words)
Participants *	List other project participants from both teams, their current academic role/post and why you wish to include them on the project. Participants include PhD students, post-doctoral researchers, and any other research staff members from both teams. (Maximum 200 words) Note: There are no restrictions on the number of participants per team but only participants working within the applicant's and co-applicant's institution and research group directly involved in the collaborative project are eligible to claim travel and subsistence against the award.
Benefits to individuals/institutions *	Please describe clearly the planned outcomes and any potential benefits that will result from the proposed collaboration for you, the co-applicant and the respective organisations. Please comment on the added value of the collaboration, and the intentions for sustaining the partnership in the longer term. (Maximum 200 words)
Benefits to UK *	Describe any potential benefits to the UK and UK research that will result from the proposed project. (Maximum 200 words). For US based applicants, please describe any potential benefits to the US, and US research that will result from the proposed project.
Benefits to Overseas Country/Territory *	Describe any potential benefits to the overseas country/territory and/or country of origin that will result from the proposed project. (Maximum 200 words)

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?

<ul style="list-style-type: none"> • 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. (Maximum 200 words)
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> <ol style="list-style-type: none"> 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 *	
<p>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.</p> <p>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? *	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>Experimental Design Assistant</p> <p>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.</p>	

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 Participants and Tissue

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.

Does your proposal involve the use of human participants, 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

Budget Table *	<p>You are permitted to claim costs for:</p> <ul style="list-style-type: none"> travel (incl. accommodation/subsistence). <p>A maximum of £3,000 over 3 months</p>
Justification for Travel (incl. Subsistence) *	<p>Please provide justification for the amount requested.</p> <p>Provide justification for the amount requested for subsistence and for international travel to be undertaken and the cost of individual travel expenses.</p> <p>Note: international & national airfares are expected to be economy/APEX rates.</p> <p>You must complete a provisional visit plan for the duration of the award presenting the details as follows as this will enable us to easily assess the eligibility of your application:</p> <p>e.g. Last name of individual: Length of visit, Estimated date of visit, Destination, Cost; i.e. Professor Smith: 2 months, November-December 2024, CUHK Hong Kong: Travel £X; Accommodation £Y; Daily Subsistence £Z.</p>

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/international-exchanges/> .

- 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.

UK/USA and Hong Kong Institution Head of Departmental Support*

The lead applicant/co-applicant must invite both Heads of Department from their organisations to provide their support.

Please check which email address the Heads 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 Heads of Department are expected to supply their contact details and tick 'Yes' or 'No' to the following statement: "The applicant/co-applicant will be provided with adequate space and access to resources within my department."

Diversity Monitoring

Diversity Monitoring

The Royal Society is committed to promoting diversity in UK science, technology, engineering and mathematics (STEM) by seeking to increase participation from under-represented groups. Please help us to monitor how effectively we are doing this by providing the requested information. All questions are mandatory. The information provided will form a confidential statistical record in accordance with the General Data Protection Regulation (GDPR) and will not be used for any purpose other than analysis of the Society's activities.

This information will be kept separately from the rest of your application and will not be seen by those involved in the selection process, including referees etc.

You must either complete the form or tick the boxes stating that you 'prefer not to say'. If you do not select a box for each question, the system will regard your application as incomplete and will not allow you to submit it.

Please note, that where an application contains applicant and co-applicant(s) details, all applicants will be expected to complete the diversity monitoring form.

The lead applicant and co-applicant(s) are restricted to completing and viewing the diversity monitoring form that is relevant to them as individuals. You are not permitted to view the information provided by the other under this section of the application.

Appendix 1: Application and Review Process

