

Paul Instrument Fund 2026

The following scheme notes set out the eligibility and application process of the Paul Instrument Fund. Please read through the entire document before proceeding with an application.

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1 Overview

1.1 Background

The Paul Instrument Fund (PIF) provides grants for the design and construction of apparatus to measure phenomena in the physical sciences. Applications should contain genuinely new ideas, techniques or highly novel applications of existing ideas and techniques. The design and construction of a novel instrument as a result of combining several concepts and/or commercially available parts is only acceptable if the result is greater and more innovative than the sum of the constituent parts.

The Instrument should, as far as possible, be a standalone device and might be an outcome of a previous extensive research programme. The fund requested should not be to acquire or part fund an instrument or facility to support an existing or future programme of research in the sole applicant's and collaborators' laboratory. Instead, the proposer must demonstrate the applicability of the instrument to others in the scientific community.

1.2 Aims of the Scheme

The aims of the Paul Instrument Fund are to:

- Support the design and construction of apparatus to measure phenomena in the physical sciences
- Fund the development of instruments and equipment that will benefit the scientific community

1.3 Subjects Covered

Physical sciences including pure and applied physics, biophysics and medical physics. Applications for Graphics Processing Units (GPUs) or high-performance computing will not be accepted.

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

1.4 Duration and Start of Award

Approximate number of Awards offered: 5

Awards are expected to commence by October 2026.

Length of tenure: Between 1 and 3 years

2 Timetable

Opening date	Thursday, 30 October 2025
Closing Date	Thursday, 08 January 2026, 15:00 (UK Time)
Expected results	April 2026

3 Finance

3.1 Total Funding Available

Applicants are permitted to apply for up to £200,000.

Funds can cover:

- **Staff costs:** Up to 30% of the total amount requested. This can include a buy-out of a proportion of the PI's time, or costed time for collaborators, PDRAs or technicians to work on the project.
- **Research expenses:** Including consumables and small items of equipment. Please note purchase of new instrument(s) will not be covered with this grant.

Core Funding Rules are listed within the [Royal Society Grant Funding Guidance](#). Please note that in instances where Core Funding Rules are in conflict with Programme Specific Funding rules, the Programme Specific Funding rules always take precedence.

3.2 Programme Specific Funding Rules

Please note this scheme is not covered by Full Economic Costing. The grant will provide 100% of the direct costs up to maximum value of £200k, no provision can be made for university overheads.

4 Eligibility

4.1 Applicant Eligibility

Applicants must:

- hold a PhD
- be based at an eligible UK host institution
- have sufficient tenure in their post to cover the duration of the award.

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 assessment criteria.

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

Support to applicants with disabilities: The Royal Society welcomes applications from disabled scientists and provides support and adjustments to ensure that they can participate fully in the selection process. If you require support or 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 seniorfellowships@royalsociety.org or call +44 20 7451 2666. All requests for adjustments are made in confidence. Any request for an adjustment will not normally be shared with panel members unless it becomes relevant to the selection process itself. If we need to share your request with anyone (for example if panel members are required to implement any adjustments during interviews), we will ask for your permission first.

Adjustments can include but are not limited to:

- Extension of the deadline;
- Additional support to complete the application form;
- Receiving the application form in a different format, such as on a Word document;

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

4.2 Host Organisation Eligibility

The following types of organisations will be eligible to apply to hold the grant:

- Higher Education Institutes that received funding from one of the UK higher education funding bodies.
- Research institutes (RIs), for which research councils have established a long-term involvement as major funder as part of the national research base.
- Approved relevant [Independent Research Organisations](#).
- Public Sector Research Establishments, a list of eligible PSREs is available [here](#).

5 Assessment Criteria and Review Process

5.1 Assessment Criteria

The primary considerations in the assessment will be:

- The novelty aspect of the instrument proposed, applications are expected to be genuine new ideas, techniques or highly novel applications of existing ideas and techniques
- The feasibility of constructing the instrument and its successful operation
- The urgency of the instrument in terms of value to others and the contribution to science
- The value of the research within a broader scientific context, including any planned technology transfer or wealth creation; especially with an industrial application

Other Important information to note

Intellectual Property: The Paul Instrument Fund was established through the will of the late R W Paul, which specifies that awardees should not obtain patents for instruments supported by Paul Instrument Fund money without first agreeing to such conditions and stipulations which the Fund Committee might impose. If successful, awardees who intend to licence or in any way generate income from an instrument developed or supported by the Paul Instrument Fund must first agree suitable conditions with the Fund Committee.

5.2 Review Process

Applications will be assessed by the Royal Society Paul Instrument Fund Committee. The Committee agree on a list of applications that should be funded and also a reserve list.

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 References and Participants

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

- Head of Department

6.1 How to invite referees and participants to contribute to an application

All references and 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 reference or 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 (Thursday, 08 January 2026) 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 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 or the Head 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 seniorfellowships@royalsociety.org or call +44 20 7451 2666 (lines open Mon-Thu, 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 Paul Instrument Fund may be shared with the Department for Science, Innovation and Technology (DSIT) 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, DSIT, 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.

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

Understanding our Promotion

Eligibility Criteria

Contact Details

Applicant Career Summary

Research Proposal

Data Management and Data Sharing

Use of Animal in Research

Use of Human Participants, Patients or Tissue

Financial Details

Applicant Declaration

Head of Department Support

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

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 Head 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.

Please note that any pdf upload that exceeds the page limit specified will make the application ineligible.

Summary	
Summary page	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. The summary page also allows applicants to manage and invite participants 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. 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.

Understanding our Promotion	
Understanding our Promotion *	Please select how you found out about the scheme.

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

Contact Details	
Title, Names, address, organisation and country *	Review and complete your personal details accurately. Errors in this section can cause difficulties in processing your application. Errors will not be corrected after submission. 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'. 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.
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®.

Applicant Career Summary	
Title of Current Position *	Please state the title of your current position.
Host Organisation *	Please enter the organisation where the award will be held (e.g. University of Bath).
Current Employer *	Please enter the official organisation name of your current employer, if different from above (e.g. University of Bath).
Current Department *	Please enter details of your current department (e.g. Department of Astrophysics).
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)
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.
Applicant Career History *	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. 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. Note: You can retrieve your career history information from your profile to complete this section of the application form using your ORCID identifier.
Impact of Covid -19	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) 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.
Applicant Qualifications *	Please list all your qualifications in reverse chronological order. 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. Note: You can retrieve your qualification information from your profile to complete this section of the application form using your ORCID identifier.
List your Key and/or Relevant Publications *	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.

	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. Most significant publications - Please identify with asterisks (*) up to five publications which you consider to be most significant. 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. 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. 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). Note: You can retrieve your publications to complete this section of the application form using your ORCID identifier.
Applicant Research Funding *	Please list your current and previous research funding in reverse chronological order. 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. Note: You can retrieve your information from your profile to complete this section of the application form using your ORCID identifier.

Research Proposal	
Project Title *	Please provide a title for the proposed instrument. (20 words max)
Start / End Date*	Please complete the date in dd/mm/yyyy format. These are the dates you intend to start and finish the proposed project. This award can be held for between 1 and 3 years. Awards should start from 1 October 2026.
Keywords*	Provide up to 5-10 key words that could be used to describe your research, which will aid with identifying the most appropriate reviewers.
Subject group and Subject Area *	Select the subject group/area(s) that most closely defines the research area of the research proposal from the drop-down menu and tick box options. This will enable us to allocate the application to the most appropriate assessment panel.
Lay Summary *	Please provide a lay summary of your proposed project. This should be understandable by a lay person. Explain why you have chosen to work in this subject area and what it is about your proposed research that you find particularly exciting, interesting or important. Please also explain the potential impact or wider

	benefits to society of your research. (250 words max)
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. (400 words max)
Research Proposal *	Outline the nature and details of your proposed programme of work, including details of the proposed methodology, activities and description of the methods and techniques you will be using, and expected outcome of the specific work that will be undertaken. Provide justification for the award and detail the difference securing the award would make to you, the department, the university and the research community. Select the method for detailing your proposal: Text box (4,000 words) or PDF Upload (do not exceed 4 pages of A4, portrait orientation, including references). Please do not use a text size smaller than Arial 10 and please also ensure that the PDF document is not more than 3MB. Applicants are requested to make sure uploaded PDF documents are unlocked.
Participants *	List other project participants, their current academic role/post and why you wish to include them on the project. For example, this could be a co-applicant (200 words max)
Patents *	Please tell us about any patent you hold relating to the proposed project.
Commercialisation *	Please tell us about any commercial partnership agreements you plan to have, and with whom? Plus, what plans, if any, you have to exploit the commercial or economic benefits resulting from the construction of the instrument?
Other apparatus *	Please provide details of similar instruments or prototypes which may be applicable or relevant to your application. (Maximum 500 characters including spaces)

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. (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)	Please upload documents related to the following (if applicable): 1. Permission Any mandatory documents that show local support has been assured by way of permission from the government concerned to travel to and work in the country. 2. Collection of specimens Any mandatory documents that show: • Specific permission has been obtained from the host country to collect and to export specimens and material • The director of the museum or other decision makers where these specimens will be deposited has indicated his/her desire or willingness to have such specimens and material.

Use of Animals in Research *	
The Royal Society is committed to supporting the development of alternative methods to reduce and/or replace the use of animals in research. Applicants proposing to use animals in their research must ensure that the use of animals falls within the regulations stipulated in the Animals (Scientific Procedures Act) 1986 and subsequent amendments. Additionally, applicants should continually be aware of developments in best practice, and adopt the principles of the 3Rs when designing and conducting experiments on animals. As a funder of research, the Society takes its responsibilities towards the UK Animals (Scientific Procedures Act) 1986 seriously and requires applicants to consider the questions below when preparing grant applications that include the use of animals.	
Does your proposal involve the use of animals or animal tissue? *	Select 'Yes' or 'No'. If you have selected 'Yes' it is mandatory to complete all of the relevant questions on the Use of Animals in Research page.
Experimental Design Assistant The Royal Society recommends that applicants use the Experimental Design Assistant (EDA), which is a free resource from the NC3Rs to support researchers in the planning of animal experiments. This will help to facilitate robust study design and reliable and reproducible findings.	

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

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

Use of Human 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.
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Financial Details

Proposed Budget	Please provide details of the funding required for each year of the research grant under the relevant headings. The maximum amount that can be requested is £200,000. <u>Basic Salary:</u> Salaries should be as up to date as possible and include earnings related national insurance contributions, impending increases <i>etc.</i> • No provision can be made for university overheads • Salaries should form no more than 30% of the total funds requested <u>Other Directly Incurred Costs:</u> • Consumables • Small items of equipment • Animal costs Please note purchase of new instruments is not an eligible cost.
Justification for Salary *	Please fully justify all requested costs by referring to each budget heading. Funding will not be awarded without justification.
Justification for Other Costs *	Please fully justify your request for other directly incurred costs.

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/-/media/grants/schemes/Conditions-of-Award.pdf>.**

- 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.

11.2.1 Institutional and Departmental Support *

Confirmation of support of the application is required by the departmental head of the applicant. The applicant must invite the departmental head to participate in completion of the application form before it can be submitted for approval.

The Head of Department should provide a statement on the suitability of the candidate and the merit of the project. In addition, please outline the proposed support to be provided to the candidate during the grant.

Please ensure that you use the correct email address when inviting your Head of Department. In the event that the “applicant” is the Head of Department, statements will need to be supplied by the individual to whom the “applicant” reports i.e. a Dean or Head of Faculty or the Principal.

Before inviting the Head of Department to participate in completion of your application form, the Applicant is instructed to ensure that the Head of Department is willing and available to provide a confirmation of support prior to the round closing date. Incomplete confirmations will mean that an application cannot be submitted and will be deemed to be ineligible.

Please check which email address the Head of Department would like you to use as they may already be registered with a user account on Flexi-Grant®. It is **important** that you enter the correct email addresses when inviting the Head of Department to support your application, as an email will be sent automatically from Flexi-Grant® to the Head of Department with instructions for viewing your application and providing their support. Any mistakes in the email addresses supplied will delay the progress of your application.

It is the responsibility of the applicant to:

- Inform the Head of Department of the deadline
- Liaise with the Head of Department to ensure that they have received their invitation with instructions to participate in completion of your application, as no provision is made for non-receipt of these automatic emails.
- Keep track of the progress of Head of Department completion status on your application summary page. You can issue a **reminder** email to the Head of Department through the participants tab on your application summary page.

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

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

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

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. <i>Please note, that where an application contains applicant and co-applicant(s) details, all applicants will be expected to complete the diversity monitoring form.</i> <i>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.</i>
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Appendix 1: Application and Review Process

