

Dorothy Hodgkin Fellowships 2020

1. Overview

Aim: The Dorothy Hodgkin Fellowship (DHF) scheme offers a recognised first step into an independent research career for outstanding scientists and engineers who have a current need for flexible support (i.e. need to work part-time). Depending on their level of experience, successful applicants may be strong candidates for permanent posts in institutions at the end of their fellowships. This scheme is very competitive.

Each fellowship offers:

- The possibility of holding appointments on a part-time basis or converting from full-time to part-time and back again to help match work and other commitments.
- The possibility to claim back time spent deferring the fellowship and/or working part-time at the end of the fellowship.

Changes to this round: The Society is providing newly appointed DHFs' with an enhanced level of research expenses between October 2020 and the end of March 2021 due to additional funding from the UK Government's Talent Fund. The additional funding is intended to support DHFs in the delivery of their fellowship programme i.e. their research and building their research team (see section 3 for more details).

Subjects covered by DHF: Research must be within the Royal Society's remit of natural sciences, which includes but is not limited to biological research, chemistry, engineering, mathematics and physics. For a full list, please see <https://royalsociety.org/grants-schemes-awards/grants/subject-groups/>. The Royal Society does not cover clinical medicine (such as patient orientated research and clinical trials), social sciences or humanities, other than when working in partnership with organisations.

2. Eligibility Requirements

Applicants must:

- Be at an early stage of their research career; either having completed their PhD or have no more than six years of actual research experience since their PhD (i.e. normally date on which the degree was approved by the board of graduate studies) by the closing date of the round. Career breaks and part-time working will be taken into consideration (see below for more details).
- Not hold a permanent post in a university or not for profit research organisation.
- Applicants must demonstrate a current/by the start of their fellowship a need for flexible support due to personal circumstances, and for the duration of the fellowship. This can (but not exclusively) include: current or by the start of the fellowship parental/caring responsibilities, e.g. raising children or looking after ageing or seriously ill family members; or clinically diagnosed health issues. Further clarification on the eligibility requirements can be obtained from the Grants Team.

Please note, information about 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 form. Applicants do not therefore need to refer to their need for flexible support in their personal statement.

The Scheme is open to applicants of all nationalities. Note, Dorothy Hodgkin Research Fellows requiring a visa to work in the UK are eligible to apply for a Research and Innovation Talent Visa (i.e. Tier 1 Exceptional Talent Visa) under the accelerated process of endorsement. In line with the highly prestigious nature of the award, the Tier 1 Exceptional Talent visa route is designed for people who are internationally recognised as potential leaders and enables the holder to be both adaptable and flexible

during their research in the UK. Further details can be found on the Royal Society's website www.royalsociety.org/about-us/competent-body

Following consultation with Government we do not anticipate that the terms of the Society's grant will change as a result of the UK's decision to leave the EU. The Society will continue to fund non-UK EU nationals who are eligible to work in the UK, through Royal Society grants or Fellowships in UK universities.

The Society recognises there are diverse research career paths, as well as the challenges of managing a research career alongside other personal commitments. When reviewing applicants' eligibility and research experience, The Society will take into consideration 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 on top of each period of leave an additional amount of time when assessing eligibility. Each case will be considered individually as per guidelines below:

- **Maternity, paternity, shared parental leave and adoptive leave:**

On top of the actual time taken off work, an additional amount of time equivalent to the 100% taken will be added on top, for up to 6 months.

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

Example 2: If an applicant took 18 months leave, 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 UK Government's definition):

On top of the actual time taken off work, an additional amount of time equivalent to the 100% taken will be added on top, for up to 6 months.

Each case will be considered individually and the employing institution may need to confirm that the applicant qualifies for this provision. Supporting documents may be requested for individual cases at the Society's discretion. The Society reserves the right to consider individual requests outside of the outlined policy in exceptional circumstances.

Under-represented groups are particularly encouraged to apply.

Length of tenure: Funding is provided for five years. Fellowships start from 1st October 2020.

Place of tenure: 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 their level of experience, successful applicants may 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 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.

Flexibility during the fellowship: The Dorothy Hodgkin Fellowship is highly flexible and part-time working (e.g. due to caring responsibilities and/or ill health), sabbaticals and secondments can be accommodated. There is also provision for maternity, paternity, shared parental leave, adoptive or extended sick leave (royalsociety.org/leave-policy).

3. Award and funding

The fellowships provides funding to cover a research fellow's salary costs, estates costs and indirect costs.

The Society has been awarded additional funding until March 2021 to support Royal Society Research Fellows appointed in 2020 through the Research Talent Fund. This additional funding can be used to set-up your RS fellowship programme. See below for further details.

Value and support provided:

Note: When completing the budget table in Flexi-Grant® please ensure you provide 100% values.

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 model. DHFs 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 £40,681.46 per annum.

An annual spine point increase of 3% may be applied to the basic salary and on costs. 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 Society reserves the right to provide support at a different level if it is considered appropriate.

Research expenses - contribution to research expenses (£13,000 in year one and £11,000 thereafter). Furthermore the Society will provide up to £40,000 additional research expenses in financial year 2020/21 (1st October 2020-31st March 2021). These additional funds (including £13,000 in year one and £11,000 thereafter) 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 **FAQs**). 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. In the event of the award-holder (research fellow) leaving 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.

Equipment

You can request specialised equipment required for your research outlined in your fellowship. Any equipment costing more than £10,000 (inc. VAT) will require a 50% contribution from the host organisation (this can be financial or in-kind). Equipment purchased under this scheme is for the use of you the grant-holder. If the equipment is expected to be used more widely in the organisation, you should only request part of the total cost. In the event that the Society meets only part of the cost of the equipment, the grant holder should have priority access to the equipment during the award period. The Head of Department must confirm priority access to this equipment within their

statement of support. Grant holders are not permitted to charge access costs for equipment purchased under this scheme. Applicants should clarify the VAT position on purchases before seeking a grant.

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.

Public engagement

Research fellows may request up to £1,000 per year to support their public engagement activities.

Training

In addition, research fellows may use up to £5,000 for their own technical training and career/professional development e.g. professional coaching. As well as training for any staff and students supported on this grant

The Society is providing an enhanced level of research expenses for newly appointed Research Fellows between October 2020 and the end of March 2021 due to additional funding from the UK Government's Talent Fund. The Society is not currently committing any enhanced funding for research expenses beyond the end of March 2021. Any future decision to continue this enhancement will be subject to the availability of continued funding of the Royal Society through the Government's Talent Fund. In the event that funding is available, the Society may run a further application process to enable award-holders to apply for additional funding during financial year 2020-21.

Number offered: Approximately 6-8

Additional Awards:

The 6-8 awards include up to 2 potential awards supported through the Global Challenge Research Fund which are also available to those candidates that meet with the expected standard for a DHF and are working in areas primarily and directly relevant to global challenges faced by developing countries (<https://royalsociety.org/~media/grants/schemes/ODA-GCRF.pdf?la=en-GB>)

4. Timings, assessment criteria and review process

Closing date: 15:00 UK time on 14 November 2019

Note the deadline for the Nominated References and the Head of Department Statements is the same as the round closing date: **15:00 UK time 14 November 2019.**

Results available: It is expected that the results of the competition will be available around the end of July 2020. Please note that applicants who pass through the second short listing stage will be asked to attend an interview, which will fall in the week commencing 8 June 2020.

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. Support for career development
- The scientific merit, originality, significance and quality of proposed research project and likelihood of achieving goals.

Review Process

All eligible proposals submitted are initially reviewed and assessed by two members of the [Dorothy Hodgkin Fellowship Panel](#) who have the most appropriate scientific expertise. Following initial assessment, a shortlist is drawn up, with shortlisted proposals subject to high quality 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 by the Chair. If successful at this stage, you will be notified about your interview in May. Interviews will be held the week of the 8th June 2020. It is expected that applicants will be notified of the outcome of their application by email by the end of July.

Please be assured that the Royal Society specifically requests anyone involved in reviewing applications to consider them in confidence.

Other Important information to note:

- Applications will be made using the Flexi-Grant® system. FAQ and Troubleshooting information can be found online (support.flexigrant.com/support/home)
- Please read the enclosed scheme guidance notes to help you complete your application.
- If your research will generate data of significant value to the research community, we ask you to provide additional information on your data management and sharing plan.
- We are committed to supporting applicants with disabilities (physical and mental health related). If you need a reasonable adjustment during the application process, please contact the team (Dorothy.Hodgkinfellowship@royalsociety.org) to let us know.

5. Application Guidance Notes

Using Flexi-Grant®

Applications can only be submitted online using the Royal Society's Grants and Awards management system (Flexi-Grant®) via grants.royalsociety.org. Support, FAQs and troubleshooting can be found via royalsocietyapplicantsupport.fluenttechnology.com/support/home. 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.

Use of Application Data

You may be contacted by UK Department for Business, Energy and Industrial Strategy (BEIS) and 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 for reporting and evaluation purposes throughout the course of your funding and after its completion.

ORCID identifier

All applicants applying to the Royal Society will be required to obtain an ORCID (Open Researcher and Contributor ID) identifier before they can commence their application. 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. You can register for an ORCID identifier via orcid.org/register.

Further information about the Grants and Awards Management system can be found via royalsociety.org/grants-schemes-awards/grants/flexi-grant/.

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**
- Contact Details**
- Applicant Career Summary**
- Research Proposal**
- Use of Animals in Research**
- ODA Compliance**
- Financial Details**
- Applicant Declaration**
- Head of Department Support**
- Nominated Reference Support**

A full list of question fields to be completed as part of the application can be found in the following pages.

In the following table, 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.

Please note that questions 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.

Inviting Participants

To complete and submit the application form, the lead applicant is required to provide supporting statement from up to three individuals (including the Head of Department at the Host Organisation, and two nominated referees). These individuals can be invited through the participants tab displayed on the application form summary page. Under this section of the form, you will find each of the required participants as described above displayed. Please select invite and enter the e-mail address of the person who you wish to invite to provide the relevant statements, and send the invitation. 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 to your host institution for approval until the status of all participants' shows 'complete'**. It is the applicant's responsibility to ensure that all supporting statements have been provided with plenty of time ahead of the deadline to ensure the application can be approved by your host organisation. You can monitor the progress of your participant's activity through this section of the application form and issue reminders as required. Once participants have completed all their sections, please remind them to select 'Save & Submit' on the application form page or 'Submit your contribution' on the summary page – otherwise you will not be able to submit your application to your host institution for approval.

Please check which email address the Heads of Department and Referees 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 Heads of Department to support your application, as an email will be sent automatically from Flexi-Grant® to these individuals with instructions for viewing your application and providing their support. Any mistakes in the email addresses supplied will delay the progress of your application.

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.

Please bear in mind it is the responsibility of the applicant(s) 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.

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

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

Summary	
Summary table	<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. Head of Department and Nominated Referees etc.) 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*	Confirm that you meet the eligibility criteria. Details of the eligibility criteria can be found on pages 1-2.

Need for Flexibility	
<p>Confirm that you meet the eligibility criteria by completing the next two sections.</p> <p>Please note 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 the Grants Office may read out the respective cases for flexible support. This will be the only time the Panel will hear these statements.</p> <p>Please note 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, (i.e you are currently pregnant) or caring responsibilities e.g. raising children or looking after ageing or seriously ill family members; or clinically diagnosed health issues. Further clarification on any of the eligibility requirements can be obtained from the Grants Section.
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>Plain text only 200 words</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.</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*	This field defaults to the account in which the application has commenced, and is where all correspondence pertaining to the application throughout the application process, and in the event of the application being successful, will be sent.

Applicant career summary	
Title of Current Position*	Please give the title of your current position.
Current Employer*	State the organisation name of your current employer (e.g. University of Bath).
Current Department*	State your current department (e.g. Department of Astrophysics).
Current Position Start Date*	State when your present contract or other support (e.g. fellowship) started.
Current Position End Date*	State when your present contract or other support is expected to finish.
Date of First Post-Doctoral Research Position*	Please provide the date when you started your first post-doctorate position
PhD Award Date*	Please provide the date when you received formal notification of your PhD thesis being accepted in its final form.
PhD Institution*	Please provide the Institution where you obtained your PhD.
Personal Statement*	<p>Please provide a personal statement about your research career to date including prizes and achievements and your career and research aspirations in the long term.</p> <p>You should state why you are applying for this Fellowship now, and how it will benefit the development of your research career. <u>Please note you should not refer to your need for flexible support in your personal statement</u>, however if you have had any career breaks or part time working please state the impact this had on your research outputs and progression.</p> <p>Please note that you may use the personal statement to provide details of additional activities you have undertaken to demonstrate your contribution</p>

	<p>to the wider scientific endeavour (e.g. conferences, patents, workshops, public engagement activities, etc)</p> <p>Plain text only 500 words</p>
Applicant Career History*	<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>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. You are not required to include prizes and achievements in this section; this can be included in the Personal Statement field.</p> <p>Please provide dates in the format of dd/mm/yyyy (days may be omitted if unknown).</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>
Applicant Qualifications*	<p>Please list all your qualifications in reverse chronological order.</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>
List your Key and/or Relevant Publications*	<p>Please provide a list of the ten most relevant publications in reverse chronological order. State 'None' or give particulars. If appropriate, give the publisher or URL, including any password, where each publication may be obtained. Please note that the Panel will be able to retrieve your full publication record using your ORCID identifier.</p> <p>Your list should have two sections: (i) refereed papers in primary journals, (ii) contributions to symposia and compiled volumes (refereed only).</p> <p>Publications arising from large collaborative programmes – Clearly specify the exact role and contribution made towards large collaborative research programmes that have resulted in multi-authored publications.</p> <p>Do not include publications or articles that are in draft, only submitted for publication or have not been peer reviewed. The selection panel have specifically requested that these should not be included.</p> <p>If your field of research differs in any way from normal conventions, e.g. lead author, first author, and publications in journals being the main gauge of success, please provide a brief explanation at the top of your publication list.</p> <p>Note: You can retrieve your publications from your profile to complete this section of the application form using your ORCID identifier.</p>
Applicant Research Funding*	<p>Please detail any past, existing and pending research grants or other sources of research support. Please give particulars (Type of award, value and title of research) and confirm if these would continue if you received this fellowship?</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.
Keywords*	Provide 5-10 keywords 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>Plain text only Maximum of 400 words</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 ensure that you follow the instructions about the level of expertise and other information required in this report. The Panel members place importance on this part of the application.</p> <p>Plain text only Maximum of 250 words</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, 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 in black and white. Consequently, illustrations and photographs with fine detail or in colour are best avoided.</p> <p>PDF file 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 we will only print applications in black and white.</p> <p>Plain text only Maximum 1500 words</p> <p>When entering plain text, avoid using symbols, as Flexi-Grant® may not accept some. 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	If you have named collaborators in your research proposal, please provide letters of support.
Host Organisation*	Please select the organisation where the award will be held from the drop down list.
Host Department*	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>)
Justification for Choice of Host Organisation*	Please provide a short statement justifying your choice of host institution (i.e. why is it best suited for your research and career?).
Outline of Data Management and Data Sharing Plan*	<p>The Society supports science as an open enterprise, and is committed to ensuring that data outputs from research supported by the Society are made publically available in a managed and responsible manner, with as few restrictions as possible. Data outputs should be deposited in an appropriate, recognised, publically available repository, so that others can verify and build upon the data, which is of public interest. To fully realise the benefits of publically available data they should be made intelligently open by fulfilling the requirements of being discoverable, accessible, intelligible, assessable and reusable.</p> <p>The Society does not dictate a set format for data management and sharing plans. Where they are required, applicants should structure their plan in a manner most appropriate to the proposed research. The information submitted in plans should focus specifically on how the data outputs will be managed and shared, detailing the repositories where data will be deposited. In considering their approach for data management and sharing, applicants should consider the following:</p> <ul style="list-style-type: none"> • What data outputs will be generated by the research that are of value to the public? • Where and when will you make the data available? • How will others be able to access the data? • If the data is of high public interest, how will it be made accessible not only for those in the same or linked field, but also to a wider public audience? • Specify whether any limits will be placed on the data to be shared, for example, for the purposes of safeguarding commercial interests, personal information, safety or security of the data. • How will datasets be preserved to ensure they are of long-term benefit? <p>Plain text only Maximum of 200 words</p>

Use of Animals	
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,

	<p>applicants should continually be aware of developments in best practice, and adopt the principles of the 3Rs (nc3rs.org.uk/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.
Experimental Design Assistant	<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> <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.</p> <p>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.</p>

Use of Human Patients and Tissue	
Any application for a research proposal involving human patients or tissue and therefore requiring local ethical committee approval will be considered only when accompanied by the necessary permission certificate or proof that ethical permission will be sought, which must be provided in English.	
Does your proposal involve the use of human patients or tissue?*	Select 'Yes' or 'No'. If you have selected 'Yes' it is mandatory to provide either a certificate or letter, as proof that ethical permission has been, or will be, obtained. Please upload the file as a PDF in portrait orientation.

ODA Compliance
Up to a further 2 potential awards supported through the Global Challenge Research Fund (GCRF) will also be available to those candidates that meet with the expected standard for a DHF and are working in areas primarily and directly relevant to global challenges faced by developing countries. For more details see https://royalsociety.org/grants-schemes-awards/grants/gcrf/

Please indicate if you think your proposed research meets with the remit of the GCRF.	
If yes please complete the following questions:	
How is your proposal directly and primarily relevant to the development problems of these countries?	Please provide a statement. Plain text only Maximum of 200 words
How do you expect that the outcome of your proposed activities will promote the economic development and welfare of a country or countries on the DAC list?	Please provide a statement. Plain text only Maximum of 300 words
Which country/countries on the DAC list will directly benefit from this proposal?	Tick the relevant country/countries

Financial details	
General information	<p>The Royal Society will fund 80% of the fellow's salary, directly allocated, indirect costs and PDRA 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>When completing the budget table in Flexi-Grant® please ensure to provide 100% values.</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 2020.</p> <p>Please ensure that no indexation is added to these costs.</p>
Directly incurred costs*	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>State your required basic salary for each year of the research fellowship, the maximum that can be requested in the first year is £40,681.46.</p> <p>The aim of the Fellowship is to support researchers at an early stage of their independent research career. It is therefore expected that starting salaries requested by applicants will be comparable to those of early career lecturers. This 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 points. 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 employers on costs e.g. employer's National Insurance contributions and employer's pension contributions.</p> <p>Please note that apprenticeship levies are ineligible costs.</p>
Research expenses*	<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 2020/21 (1st October 2020-31st March 2021)</p> <p>Based on these criteria, please provide an indicative total required for each research expense heading for the 5 year duration of the Award.</p>
Consumables*	Funding for essential consumables may be requested.

Other research expenses	<p>Other expenses may include:</p> <ul style="list-style-type: none"> • field trip expenses (including fieldwork fees/subjects/informants) • Access charges of external facilities • Animal and plant licence fees • Software licenses • Contribution to technical assistance • Contribution to technical training costs for the fellow and team supported on the grant. Also up to £5,000 towards their own career/professional development. • 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. • Travel costs for attending Royal Society Training & Development Opportunities; 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. Training and Development Opportunities <p>You will also be able to use your fellowship research budget to cover visa and work permit costs for yourself and your dependants (e.g. partner and children).</p> <p>Funding for undergraduate summer studentships (a stipend of up to £2000) can be requested, with normally a maximum of 2 studentships for the whole duration of the Fellowship.</p> <p>Please note that costs associated with open access publications cannot be requested. Royal Society Research Fellows submitting manuscripts to Royal Society journals will currently not need to pay article processing charges. 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*	<p>Please include cost of stipend (fixed value) of £15,009 for one year. Please include London weighting if necessary. University fees of up to £4,327 per year can also be requested (for one year only).</p>
Postdoctoral Researcher costs*	<p>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.</p>
Indirect costs*	<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>Please ensure that no indexation is added to these costs. This will be added automatically each year of successful awards in line with HM Treasury's GDP deflator.</p>
Directly allocated costs*	<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>Please ensure that no indexation is added to these costs. 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>Funding for infrastructure technicians – As part of the directly allocated costs applicants can now request funding for infrastructure technician costs</p>
Justification*	<p>Please fully justify all claims for research expenses, PhD studentship and PDRA costs by referring to each budget heading. Note any relevant scheme restrictions. Funding will not be awarded without justification. Plain text only.</p>

Applicant Declaration	
<p>Please declare that:</p> <ul style="list-style-type: none"> • You have read the Terms and Conditions of Award under which Royal Society grants are awarded and, if a grant offer is made, you agree to abide by them. • You have access to the necessary facilities to enable you to deliver the research proposed, and will continue to have access to the facilities for the duration of the project. • You have agreed with your Head of Department that you will be afforded sufficient time and resources to deliver the research project as described in this application. 	

Departmental support	
<p>Head of department *</p>	<p>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 15:00 UK time 14 November 2019. You will not be able to submit your application for approval from your institution until the references have been completed.</p> <p>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.</p> <p>The Head of Department is expected to detail your suitability for the department and also set out their intentions for your career progression at the host organisation.</p>

Nominated referees	
<p>Two personal referees*</p>	<p>You should invite two referees who can provide confidential references 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 references, and inform them that they will be contacted by email and asked to provide references via the Flexi-Grant® system in advance of 15:00 UK time 14 November 2019. You will not be able to submit your application for approval from your institution until the references have been completed.</p>

At least one referee should be someone who has worked closely with you, but the other must be external to your current research group. You should not choose both referees from your proposed host organisation, and if possible, one should be an international referee. Your named Head of Department cannot be listed as a referee.

6. Enquiries

If you have any enquiries about the submission of your application or about the Flexi-Grant® process, please contact the Grants Team, The Royal Society, 6-9 Carlton House Terrace, London, SW1Y 5AG (email: DHF@royalsociety.org).

Appendix 1: Application Submission Process Flow Diagram

