Future Leaders – African Independent Research (FLAIR) Fellowships
Guidance for Approvers

All applications submitted to the Royal Society grant schemes must be submitted online through Flexi-Grant®. 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. This guidance sets out the role of the approver and the process you should take to approve the application on behalf of your organisation.

<u>Why is an approver required?</u>

We need confirmation that the organisation specified in the application for hosting the proposed award is willing and able to host the award should the application be successful. The approval process provides confirmation that the proposed host organisation has reviewed the application and would be willing and able to support the proposed research within the Terms & Conditions of Award (available online: https://royalsociety.org/grants-schemes-awards/grants/flair/).

<u>Who should be the approver?</u>

The person responsible for approving an application should be the delegated authority at the Employing Organisation where the proposed award will be hosted. This may be someone within the research office, Faculty administration, Vice-Chancellor, or other administrative or management role. The approver should be someone with the authority to approve any potential position for a FLAIR Research Fellow to be hosted within their organisation and should have the capacity to approve that the proposed research and budget are appropriate and eligible for a FLAIR Fellowship.

<u>What is the responsibility of the approver?</u>

When approving an application, the designated approver is confirming that the proposed research and associated budget are appropriate, eligible for a FLAIR Fellowship, and adhere to their organisation's policies and local regulations.

By approving an application for a FLAIR Fellowship, the designated approver is confirming that their organisation is willing and able to provide the following for any applications which are successful:
- Provide the required laboratory and office space for the Research Fellow to meet the aims of their research programme and ensure they have access to equipment in the department.
- Limit the teaching responsibilities of the research fellow (including lecturing, tutorials, supervision and examining of students and other student contact time) to a maximum of 6 hours per week. The Research Fellow should have no administrative load.
- Ensure that the Research Fellow receives the same level of support as other permanent members of the department including access to postgraduate students and other resources and will be invited to departmental meetings along with other faculty staff.
- Provide the Research Fellow with support within the department from an experienced member of the faculty who can advise them on the development of their career.
- Ensure that the Research Fellow has timely access to the funding provided by the FLAIR Fellowship as required by the Research Fellow and will not unduly delay access to funding.
- Demonstrate a good level of financial grants management.

- Provide information on how the organisation/department supports the development of early career researchers transitioning to independence including relevant policies on supporting early career researchers (post-PhD).

Should an application for a FLAIR Fellowship be successful, the approver is also responsible for accepting the award online via Flexi-Grant® in advance of the start of the award period and in compliance with the conditions set out in the Terms & Conditions of Award and the respective Award Letter. This approval confirms that the host organisation will employ the applicant for the purposes of their FLAIR Fellowship, as set out in their application, from the date of the start of the award.

What actions does an approver need to take?

We recommend applicants liaise with the relevant research administrator or approver for their proposed host organisation during the process of preparing an application and before submitting it.

Once you are designated as the approver for your organisation (see guidance on how to do this below), you will receive automated email notification when an applicant submits an application to the Royal Society through your organisation. The email notification will instruct you that you should log in to Flexi-Grant® to review and approve the application. You will need to click the button to approve the application if you are satisfied that it meets eligibility criteria and your organisation is willing and able to host the award should the application be successful.

All applications must be approved by the host organisation via Flexi-Grant® before the application deadline as it will not be submitted to the Royal Society until this is complete. Late applications will not be accepted. We recommend applicants submit their application for organisational approval at least five days prior to the deadline to allow you sufficient time to do this.

Should an application be successful, the approver will again receive an automated email notification once the respective Award Letter has been issued. The applicant will be required to accept the award in Flexi-Grant®. As the approver, you will again need to log into Flexi-Grant® and accept the award on behalf of the host organisation.

How to be set up as an approver for your organisation?

If you believe that you are the correct person to approve an application for a FLAIR Fellowship, first you need to check whether there are any other people at your organisation who are already designated as an approver on Flexi-Grant®. We are aware that research governance and administration can vary by organisation but normally there is only one approver per organisation. If there is anyone else at your organisation who is designated as an approver, you should determine who is the most appropriate to act as the approver given the guidance outlined above. If you think the approver at your organisation needs to change, please email flair@royalsociety.org with the details of the organisation concerned, who is currently designated as the approver, and who this needs to change to.

If you have confirmed that you are the appropriate approver for your organisation, you will need to register for an account on Flexi-Grant® if you haven't done so previously. Please follow the registration process from the Flexi-Grant® homepage: https://grants.royalsociety.org/applications.aspx

Once you have registered for an account on Flexi-Grant® you need to email flair@royalsociety.org and specify that your Flexi-Grant® account needs to be allocated the role of Approver and state which organisation you will be the approver for. You must tell us your job role within your organisation and confirm that you have checked you are the only approver for the organisation. The FLAIR team will then manually allocate the role of Approver to your account.

Once you are designated as the approver for your organisation, you will be allocated as the approver for any applications to Royal Society grants schemes which are submitted through your organisation.

After you have logged into the system, you can access further guidance and support information by clicking on the 'Help' menu (top right hand of screen).