

## Royal Society Industry Fellowships

### 1. Overview

The Industry Fellowship scheme aims to enhance knowledge transfer in science and technology between those in industry and those in academia. It provides opportunities for an academic scientist to work on a collaborative project with industry, or someone employed in industry to work on a collaborative project with a university department or not-for-profit research organisation. It is anticipated that fellows will establish personal and corporate links between the two sectors in the UK as a foundation for their long-term future development.

These appointments are funded by the Royal Society and Rolls Royce.

**Subjects covered:** Research must be within the Royal Society's remit of natural sciences, which includes but is not limited to biological research, chemistry, engineering, mathematics and physics. For a full list, please see <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.

Clinical and patient orientated research is considered to be an interventional study on human participants at the individual or group level, including but not limited to surgical or drug intervention. Eligible use of human participants in research can include investigation where the experiments are conducted in vitro – for example, the use of human tissue or other biological samples, chemistry techniques, mathematical modelling or engineering, translational research and collaborative research with clinicians.

**Length of tenure:** Awards can be for any period up to two years' full-time or pro rata, *i.e.* could be held at 50% part-time for four years enabling fellows to maintain links with their employing institution more easily.

**Place of tenure:** Must involve transfer between UK private industry and a UK university or a not-for-profit research organisation.

**Value:** The fellow's basic salary only will be paid during the secondment; the employing institution continues to pay national insurance and pension contributions. Research expenses may be claimed up to the value of £2,000 per year.

### 2. Eligibility and requirements

**Eligibility of applicants:** Applicants can be of any nationality and should be at a stage in their career when they would particularly benefit from establishing or strengthening personal and corporate links between the two sectors.

Applicants must also hold:

- a PhD or be of equivalent standing in their profession
- a permanent post in either a UK university, a not-for-profit research organisation\* or UK industry.

Applicants are limited to one resubmission, and it should be within one year of the original submission. Subsequent resubmissions will not be eligible.

Applicants cannot have concurrent applications detailing similar projects submitted to both The Royal Society Industry Fellowship and The Royal Society Short Industry Fellowship rounds at the same time. However, former Short Industry Fellowship holders are encouraged to apply to the Royal Society Industry Fellowship scheme if seeking to build longer-term collaborations. Please contact the Grants Team on any queries regarding eligibility.

Applicants should not be a representative on the board of the Industrial Partner, whether the Industrial Partner is the Current Employer or the Host Organisation.

**Eligibility of host and partner organisations:**

**Host organisation:** is the applicant's current employing organisation.

**Partner organisation:** is where the applicant is proposing to carry out their secondment during their fellowship.

Fellows can be hosted by an academic\* institution or industry, and should be partnered with an industrial or academic partner accordingly. The application must clearly state the mutual benefit of the fellowship and the collaborative project to both organisations.

The partner organisation is expected to provide appropriate support and access to facilities in order for the proposed research to be carried out.

\***Academic institution:** UK university and not for profit research organisations such as the Marine Biological Association or John Innes Centre.

**Industrial Partners:** Applicants should contact the Grants Team regarding the eligibility of an industrial partner organisation that is not currently listed on the Society's grant management system and for information regarding the required supporting documentation. The supporting document needs to be submitted to us at [innovationgrants@royalsociety.org](mailto:innovationgrants@royalsociety.org) at least 2 weeks before the application deadline. If this is not possible, please contact us.

We encourage applications involving spin-offs or small companies provided they have a well-established research team and facilities. Self-employed consultants are not eligible to apply as the industrial partner. Applicants from industry must state clearly how the fellowship will benefit the not-for-profit research organisation or university; especially in cases where the applicant has financial involvement within the company. Applicants should also state what complementary skills the employees at the company have to offer. Please note that the Society reserves the right to carry out financial viability and due diligence checks on industrial partner organisations as required.

### 3. Timings and assessment criteria

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| <b>Application deadline:</b>   | <b>15:00 UK Time, 8 October 2019</b> |
| Note the deadline for the Nominated References and the Head of Department Statements is the same as the round closing date: <b>15:00 UK Time, 8 October 2019</b> |                                      |

**Results available:** It is expected the results of the competition will be available in March 2020.

**Assessment criteria**

The primary considerations will be the following:

- the track record of the Industry fellowship applicant (commensurate with their career stage and careers breaks are taken into consideration);
- the quality of the proposed science;

- the innovation and potential impact of the applicant's research;
- the mutual benefit to the academic and industrial/commercial organisations including potential to lead to longer-term collaboration.

### Review process

All applications will be considered by the Royal Society Industry Fellowship panel. The Panel will shortlist applications for further review by at least two independent expert peer reviewers recommended by the Panel. These will be discussed by the Panel to agree the recommendation for support against the assessment criteria. It is expected that applicants will be notified of the final outcome in March 2020. Limited feedback may subsequently be available on request. 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 (<http://royalsocietyapplicantsupport.fluenttechnology.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.

## 4. 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 <https://grants.royalsociety.org>. Further information about the Grants and Awards 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 both the academic institution and the industrial partner. The applicant's departmental support must be completed before submitting via Flexi-Grant®. Late applications will not be accepted.**

### ORCID identifier

All applicants applying to the Royal Society will be required to submit an ORCID (Open Researcher and Contributor ID) identifier before their application will be accepted for submission. 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>.

### Adding Participants

All applications must be commenced by the UK applicant. To invite a participant (i.e. Head of Department and nominated referee) to your application, the participant will need to be registered on Flexi-Grant®. You will need to ensure you have their registered email address to invite the participant through the 'participant' tab on the application form summary page. You can monitor the progress of your participant's activity through the 'participant' tab, and issue reminders as required. You will not be able to submit your application form until the status of all participants' shows 'complete'. **Once participants have completed all their sections of the application form, please remind them to select 'Save & Submit' on the application form page or select 'Submit your contribution' on the summary page.**

## 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 University research support team to review and amend your application form. This is an optional role, it will not affect your ability to submit your application for approval.

Further guidance and support can be found through the [applicant and approver knowledge base \(http://royalsocietyapplicantsupport.fluenttechnology.com/support/home\)](http://royalsocietyapplicantsupport.fluenttechnology.com/support/home).

## Completing the application form

The application can be completed by using the navigation tabs on the application summary page, with each page categorised as follows:

**Summary**  
**Eligibility Criteria**  
**Contact Details**  
**Applicant Career Summary**  
**Research Proposal**  
**Use of Animals in Research**  
**Use of Human Patients or Tissue**  
**Financial Details**  
**Applicant Declaration**  
**Current Employer Head of Department Support**  
**Partner Organisation Head of Department Support**  
**Nominated Referee (1)**  
**Nominated Referee (2)**

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.**

| <b>Summary</b>               |  |
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| <b>Summary Table</b>         | <p>The summary page of the application form provides instructions for submission of your application for approval from the UK Host Organisation and current employer. In addition you are provided with an overview for each section of your application form, the approximate length of time it will take to complete each section, and the number of participants required to participate in completion of your application form. Participants can be invited from the participant 'tab' which can be located just above the <b>page summary</b> header.</p> <p><b>Note:</b> you will only be able to submit your application for approval by the UK Host Organisation once all sections of the form have been completed, which includes the Heads of Department and nominated referee support statements.</p> |
| <b>Eligibility criteria</b>  |  |
| <b>Eligibility Criteria*</b> | <p>Confirm that you meet the eligibility criteria:</p> <ul style="list-style-type: none"><li>- Do you hold a PhD</li><li>- Do you hold a permanent post in an academic institution (or non profit organisation) or within UK industry?</li></ul>   |

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|  | <ul style="list-style-type: none"> <li>- Declare whether you have any association or financial interest with the industrial partner organisation. Applicants must not be on the board of the industrial partner organisation.</li> <li>- Is this application a resubmission? Applicants are limited to one resubmission within one year of the original application. Subsequent resubmissions will not be eligible.</li> </ul> |
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| <b>Contact Details</b>                                  |  |
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| <b>Title, Names, Address, Organisation and Country*</b> | <p>Review and complete your <b>personal details</b> accurately. Errors in this section can cause difficulties in processing your application. The address must be of the <b>organisation</b> at which you are based.</p> <p><b>Organisation:</b> this table will automatically display details of the intended UK Host Organisation, 'marked by a tick', which you selected previously. Please note that this is your <b>current employer</b> and is where the award will be administered.</p> |
| <b>Email address*</b>                                   | <p>In the case of the lead applicant this field defaults to the account in which the application has commenced.</p> <p><b>Note:</b> correspondence in connection with this application will be sent to the applicant.</p>  |

| <b>Applicant Career Summary</b>                     |   |
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| <b>Title of Current position*</b>                   | State the title of your current position. <i>(20 words max.)</i> .  |
| <b>Host Organisation*</b>                           | Please select the organisation where the award will be held from the drop down list. Please note that this should be the official name of your <b>current employer</b> .  |
| <b>Current Department*</b>                          | Enter details of your current department name (e.g. Department of Astrophysics).  |
| <b>Current Position Start date*</b>                 | Enter the start date of your current position. Please complete the date in dd/mm/yyyy format.   |
| <b>Current Position End date*</b>                   | <p>Please note that an applicant needs to hold a permanent position in academia or industry to be eligible for the Industry Fellowship scheme.</p> <p>If you hold a permanent position, please state 01/01/2050</p>   |
| <b>Field of Specialisation*</b>                     | Enter details of your field(s) of specialisation. <i>(20 words max.)</i> .  |
| <b>Applicant Career History*</b>                    | Please list all of your appointments since your PhD and the dates in reverse chronological order, stating if part-time (and percentage part-time) when necessary.   |
| <b>Applicant Qualifications*</b>                    | Please list all your qualifications in reverse chronological order.   |
| <b>List your key and/ or relevant publications*</b> | <p>Please provide details of authors, titles and references of your best publications in refereed journals, in reverse chronological order. You should choose not only the best but also those most relevant to the application to support your case. If appropriate, give the publisher or URL where each publication may be obtained.</p> <p><b>If you hold any patents please list any that are relevant to your application.</b></p> <p><b>Note:</b> if you have an existing ORCID identifier, you can retrieve your key publications from your profile to complete this section of the application form.</p> |
| <b>Applicant Research Funding*</b>                  | Please list all your current and previous research funding in reverse chronological order.  |
| <b>Pending applications*</b>                        | Please give details of any pending applications for research support or details of any pending patents.   |

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| <b>Research Proposal</b>                     |  |
| <b>Project Title*</b>                        | Give the full title of your proposed project. <i>(20 words max).</i>   |
| <b>Start / End Date*</b>                     | Industry Fellowships provide funding for 2 years full-time equivalent, e.g. 2 years at 100 per cent, 4 years at 50 percent up to a maximum of 4 calendar years. The date of appointment must be the 1st of a month. Please complete the date in dd/mm/yyyy format. For 2020 Round 1 please use a start date on or after 1 April 2020 and before 31 October 2020.   |
| <b>Partner Organisation Name*</b>            | Please enter the official name of your proposed partner organisation. This is where you propose to conduct your fellowship, not your current employer. If the partner organisation is not found in the application drop down list, please contact <a href="mailto:innovationgrants@royalsociety.org">innovationgrants@royalsociety.org</a> at least 2 weeks before the application deadline.   |
| <b>Partner Department Name*</b>              | Please enter the proposed department at your partner organisation.   |
| <b>Keywords*</b>                             | Provide 5-10 keywords that could be used to describe your research. This will aid with identifying the most appropriate peer reviewers.  |
| <b>Subject group and Subject Area*</b>       | 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.  |
| <b>Lay Summary*</b>                          | Please provide a lay summary of your proposed project. This should be understandable by a layperson. Explain why you have chosen to work in this subject area and what it is about your proposed research that you find particularly exciting, interesting or important. If applicable, please also explain the potential impact or wider benefits to society of your research. <i>(250 words max.)</i>  |
| <b>Research Proposal*</b>                    | <p><b>Do not exceed 3 pages of A4, portrait orientation.</b> 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. Please enter "See attachment" in the field. For further information please refer to the <b>Uploading PDF documents</b> section.</p> <ol style="list-style-type: none"> <li>Please provide enough scientific and technological detail to indicate the purpose of the fellowship and to convey feasibility of the project.</li> <li>The proposal should be a self-contained case for support including the following: <ul style="list-style-type: none"> <li>Background</li> <li>The aim and objectives of the proposed work and why it is important</li> <li>The programme of work, including the methods to be used and milestones/timescales</li> </ul> </li> </ol> <p>Please also discuss the potential impact and outcome of the proposal.</p> |
| <b>Benefits to individuals/institutions*</b> | Please describe clearly the mutual benefit this collaboration will bring to both organisations such as knowledge exchange. In addition how establishing or strengthening links between the private and public sector will benefit you at this stage of your career and how the award will lay the foundation for a future long-term collaboration. Please enter a maximum of 200 words in the text box.  |
| <b>Mechanism of the Collaboration*</b>       | Please clarify how the fellowship will be carried out including days per year spent at the host organisation and other methods of communication such as teleconferencing. A maximum of 200 words is allowed.   |
| <b>Suggested reviewers</b>                   | Please list one or two people who are familiar with your work and who we could potentially approach for independent references. These should be people who you think would be familiar with the field of your work, but who do not know you so well as to be unable to be objective  |



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|   | <b>Any suggestions deemed to have a conflict of interest will not be considered.</b>   |
| <b>Reviewers with conflict of interest</b>  | Please provide details of any individuals you believe may have a conflict of interest, and would therefore not be suitable as independent referees on your application.                    |
| <b>Outline of Data Management and Data Sharing Plan*</b>  |  |
| <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.</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 your approach for data management and sharing, applicants should consider the following:</p> <ul style="list-style-type: none"> <li>- What data outputs will be generated by the research that are of value to the public?</li> <li>- Where and when will you make the data available?</li> <li>- How will others be able to access the data?</li> <li>- 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?</li> <li>- 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.</li> <li>- How will datasets be preserved to ensure they are of long-term benefit?</li> </ul> |  |
| <b>Outline of data management and data sharing plan*</b>  | 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. (200 words max.) |

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| <b>Use of Animals in Research</b>   |  |
| <p>The Royal Society is committed to supporting the development of alternative methods to reduce and/or replace the use of animals in research. Applicants proposing to use animals in their research must ensure that the use of animals falls within the regulations stipulated in the Animals (Scientific Procedures Act) 1986 and subsequent amendments. Additionally, applicants should continually be aware of developments in best practice, and adopt the principles of the <a href="https://www.nc3rs.org.uk/the-3rs">3Rs</a> (<a href="https://www.nc3rs.org.uk/the-3rs">https://www.nc3rs.org.uk/the-3rs</a>) 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>   |  |
| <b>Does your proposal involve the use of animals or animal tissue?*</b>   | 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. |
| <b>Experimental Design Assistant</b>  |  |
| <p>The Royal Society recommends that applicants use the <a href="#">Experimental Design Assistant</a> (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><b>Please note:</b> Applicants who choose to use the EDA, and subsequently uploads the EDA report to the application form, are advised to enter <b>see report</b> or <b>n/a</b> 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> |  |

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| <b>Use of Human Patients or Tissue</b> |
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| Does your proposal involve the use of human patients or tissue? | Select 'Yes' or 'No'. If you have selected 'Yes' it is mandatory to upload either a certificate or letter, as proof that ethical permission has been obtained. |
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| <b>Financial Details</b>  |  |
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| <b>General Information</b>  | <p>The Royal Society will provide a salary contribution to the employing organisation only. The salary contribution is calculated as the basic salary (excluding oncosts) paid pro-rata against the amount of time committed to the fellowship per year.</p> <p>Fellows retain their existing employment and the employer will be responsible for the arrangement and the provision of sick leave, superannuation and national insurance contributions.</p> <p>Up to £2000 can be claimed for research expenses per year.</p> <p>Eligible research expenses include research consumables and travel costs incurred between the partner and the host/employing organisations.</p> <p>Ineligible research expenses include, but are not limited to publication costs, computer hardware, bench fees, conference or workshop registration fees, travel to conferences, accommodation and subsistence.</p> <p>Applicants must consult with the appropriate financial administrators before completing these details.</p>   |
| <b>Duration (Years) *</b>   | Please select this first – on selection the appropriate number of columns will appear.   |
| <b>Current Salary*</b>  | Please enter details of your current basic salary, including currency e.g. 30000 GBP   |
| <b>Financial Details</b><br><br><b>Basic Salary*</b><br><br><br><br><br><br><br><br><br><br><b>Research Expenses*</b> | <p>Please provide details of the funding required for each year of the research fellowship under the relevant headings.</p> <p>State your required basic salary contribution (based on the percentage full time supplied in the applicant career summary section) including, if appropriate, London Allowance for each year of the research fellowship. Please do not include the employer's pension costs or National Insurance costs.</p> <p>No other salaries can be requested as part of this research fellowship. The Society reserves the right to provide support at a different level if it is considered appropriate.</p> <p>Please include indexation for each year of the research fellowship. This should include an element for incremental salary rises and an element for cost of living increases. Note: the Society requires that a 3% rate increase be applied to the cost of living.</p> <p>Up to £2000 can be claimed for research expenses per year (full or part time). If you intend to use animals in your research, please provide the total maintenance and purchase cost for animals used in your research for the tenure of the award.</p> |
| <b>Full Time Equivalent*</b>  | It is possible to request to hold the research fellowship on a part-time basis with a FTE equal to two years maximum.  |



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| <b>Justification for Salary*</b>            | Please provide justification for the amount requested.   |
| <b>Justification for Research Expenses*</b> | Please fully justify your request for all research expenses (e.g. travel, equipment, consumables). |

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| <p><b>Applicant Declaration*</b></p> <p>By completing this section you are declaring that the information you have provided in your application is true and correct.</p> <ul style="list-style-type: none"> <li>You are also signing to confirm the following: 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.</li> <li>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.</li> <li>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.</li> </ul> |
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| <p><b>Applicant Current Employer/ Partner Organisation Head of Department Support*</b></p> <p>Confirmation of support of the project/collaboration is required from <b>both</b> the industrial and academic departmental heads of the applicant. The applicant must invite the departmental heads to participate in completion of the application form before it can be submitted for approval.</p> <p>Heads of department should provide a statement on the suitability of the candidate and the merit of the collaborative project. In addition outline the proposed support to be provided to the candidate during the fellowship. For industrial partners only, please specify the number of employees in the company, gross annual turnover and the year the company was registered.</p> <p>Please ensure that you use the correct email address when inviting your Heads 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.</p> <p><b>Before inviting the Heads of Department to participate in completion of your application form, the Applicant is instructed to ensure that the Heads of Department are 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.</b></p> <p>Please check which email address the Heads of Department would like you to use as they may already be registered with a user account on Flexi-Grant®. It is <b>important</b> 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 the Heads 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.</p> <p>It is the responsibility of the applicant to:</p> <ul style="list-style-type: none"> <li>Inform both the academic and industrial Heads of Department of the deadline</li> <li>Liaise with the Heads 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.</li> <li>Keep track of the progress of Heads of Department completion status on your application summary page. You can issue a <b>reminder</b> email through the participants tab on your application summary page.</li> </ul> <p>If the instruction email from the Royal Society has not been received please:</p> <ol style="list-style-type: none"> <li>double check the accuracy of the email address supplied on the application form</li> <li>advise the intended recipient to check their spam filters/junk folders</li> </ol> |
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- 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.

Once you have submitted your application for approval by your current employer, automatic emails will be sent to the approving department of your current employer asking them to log on to the system. You will not be able to submit your application until it has been sent to your current employer for approval. The organisation approvers will either: approve and submit your application, contact you to request modifications, or decline your application and contact you. It is recommended that you allow at least five working days before the deadline for this process.

Please be aware that it is your responsibility to ensure that you complete your application in time for your current employer and the host organisation to process it (including requesting changes) and provide their approval by the closing date.

If your current employer or host organisation approver requests modifications through the Flexi-Grant email facility, they can unlock your application, allowing you to edit it. If they are unsure how to do this, they should contact the Grants Section. Once you have completed the requested changes, please use the application summary to re-submit your application for approval by your host organisation. Please also contact your head of department and alert them to the changes.

Once your current employer and host organisation have approved your application and submitted it to the Royal Society it will not be possible to make any changes.

#### **Nominated referees Support\***

Confidential references from two nominated personal referees are needed with any application submitted to the Royal Society.

Please ensure that you use the correct email address when inviting your nominated referees to provide a letter of support.

**Before inviting a nominated personal referee to participate in completion of your application form, the Applicant is instructed to ensure that the nominated personal referee is willing and available to provide the support letter before the round closing date. If the support letters have not been received by the system before the deadline, the application cannot be submitted and will be deemed to be ineligible.**

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

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

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

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

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

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

You are advised to print a PDF version of your application and check it thoroughly (including uploaded PDF files) before you finally press submit.

## 5. Other Information & Enquiries

### Use of application data

Please note that information regarding your application for the Industry Fellowship may be shared with the Department of Business, Energy and Industrial Strategy (BEIS) and Rolls Royce 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, BEIS, Rolls Royce or an agent acting on their behalf, for reporting and evaluation purposes throughout the course of your funding and after its completion.

If you have any enquiries about the submission of your application or about the Flexi-Grant® process, please contact the Grants Team. Before contacting us please check whether your question is answered by these scheme notes. If not, please email: [innovationgrants@royalsociety.org](mailto:innovationgrants@royalsociety.org) or call 020 7451 2596.

# Application Submission Process Flow Diagram

