International Exchanges Scheme – Standard Programme 2020

The following scheme notes set out the eligibility and application process of the International Exchanges Scheme. Please read through the entire document before proceeding with an application.

1. Overview

Aims of the Scheme

The International Exchanges Scheme is designed to offer a flexible platform for UK based scientists to interact with the best scientists around the world. Funds for a contribution towards travel, subsistence and research expenses can be requested for either a one-off short visit to explore opportunities for building lasting networks or for bilateral visits to strengthen emerging collaborations. This scheme is not intended to support continued research activities between a UK applicant and a co-applicant who was a former colleague or PhD student or to support other existing or recent collaborations between the applicant and co-applicant. Rather, the scheme is intended to stimulate new collaborations between scientists in the UK and overseas.

Subjects Covered

Research must be within the Society’s remit of natural sciences, which includes but is not limited to biological research, chemistry, engineering, mathematics and physics. For a full list, see our guidance page.

Submissions from clinically qualified scientists may be considered. The Society does not support clinical or interventional research on humans at the individual or group level, social sciences or humanities, unless otherwise stated. If there is any doubt about the eligibility of a project, contact the Royal Society.

Value of Funding and Support Provided

The funding available is dependent upon the length of the visit. Applicants may request:

- up to £3,000 for one-off travel lasting up to 3 months;
- up to £6,000 for multiple visits to be completed within 1 year (including a maximum of £1,500 for eligible research expenses);
- up to £12,000 for multiple visits to be completed within 2 years (including a maximum of £3,000 for eligible research expenses).

Travel can be conducted by all project participants, which includes the applicant, the co-applicant and also members of their teams. Please refer to ‘Justification for Consumables’ on page 14 for a list of eligible and ineligible consumable items.

Royal Society – Yusuf Hamied Foundation International Exchanges Award

Thanks to the support of the Yusuf and Farida Hamied Foundation, additional grants for collaborations with researchers in India are available through The Royal Society – Yusuf and Farida Hamied Foundation International Exchanges Award. Up to £12,000 is available for a 2-year project for travel and subsistence including a maximum of £3,000 for eligible research expenses. Applications must be made through the Standard Programme.
Royal Society - Sino-British Fellowship Trust International Exchanges Award

Thanks to the support of the Sino-British Fellowship Trust, additional grants for collaborations with researchers in China are available through The Royal Society – Sino-British Fellowship Trust International Exchanges Award. Up to £12,000 is available for a 2-year project for travel and subsistence including a maximum of £3,000 for eligible research expenses. Applications must be made through the Standard Programme.

Countries/Territories covered: The International Exchanges scheme accepts applications for collaborations with all countries/territories outside the UK.

Special collaborative cost share programmes are currently in place with CNR Italy, Japan Society for the Promotion of Science, Ministry of Science and Technology Taiwan, National Natural Science Foundation of China and Russian Foundation for Basic Research. For details on how to apply under these specific cost share programmes please download the version of the scheme notes entitled ‘International Exchanges Scheme – Cost Share Programme’.

A collaborative programme is currently in place in partnership with CONFAP/CNPq Brazil and TUBITAK Turkey as part of the Newton Fund. For details of how to apply under this specific programme please download the version of the scheme notes entitled ‘Newton Mobility Grants Scheme’.

Duration and Start of Award

Awards are expected to commence by 14 December 2020.

Awards are available for either up to 3 months, 1 year or 2 years. Activities must start no earlier than 4 months after the closing date and no later than 14 December 2020.

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

2. Eligibility

Applicant Eligibility

- The UK based scientist and/or project leader (the applicant) and the overseas based scientist and/or project leader (the co-applicant) must have completed a PhD or have extensive experience at an equivalent level at the time of application.
- The applicant and co-applicant must hold a permanent or fixed term contract for the duration of the award in an eligible organisation in their respective countries/territories. Ineligible organisations include industrial, private and commercial organisations, university spin-out companies, and governmental bodies. For information on eligible UK host organisations please see https://royalsociety.org/grants-schemes-awards/grants/applications/
- The applicant and co-applicant must be based in their respective countries/territories and institutions at the time of application.
- The applicant and co-applicant cannot be former colleagues or PhD student/supervisor. The scheme is intended to stimulate new collaborations between scientists in the UK and overseas.
• Applications must be started by the applicant on behalf of the co-applicant and the respective teams, i.e. the application must be initiated through the Flexi-Grant® application portal of the applicant, which can be accessed when logged onto the system.
• Applicants are not permitted to submit more than one application per round (deadline).
• Holders of a current International Exchanges award with the same overseas country/territory as the (proposed) application cannot apply until the project has ended, the final research report has been submitted to The Royal Society, the final statement of expenditure (financial report) has been submitted to The Royal Society and any unspent amount of money of the current International Exchanges award has been refunded to The Royal Society.
• Visiting academics who have been invited by an eligible UK institution are ineligible.
• Honorary academics of an eligible UK institution are ineligible.
• Retired scientists who are still active in science must submit their application through an eligible UK institution. If this is not possible, please contact us for further advice at least two weeks before the deadline.

Eligible Activity
• Applications have to be new collaborations. This scheme is not intended to be used to extend an existing or recent project or collaboration.
• Collaborations should be based on a single project.
• Project participants can include the applicant and co-applicant and also members of their teams. Any project participants must be working in a UK/overseas university or research institute. The Royal Society would like to encourage the participation of junior scientists such as PhD students or post-doctoral researchers.
• Applications can only support travel between the UK and the overseas collaborator’s country/territory for the applicant, co-applicant and members of their respective team; costs for travel between a third country/territory are not eligible.
• Activities fundable under this scheme are as follows:
  One-off visit collaborations
  • One visit to be taken in either direction, i.e. either the applicant undertakes a visit to the overseas institution or the co-applicant visits the UK institution.
  • Visits to last between 1 week and 3 months.
  • Up to £3,000 available.
  Multiple visits collaborations
  • Collaborative visits to be undertaken over a period of either up to:
    a. 1 year with up to £6,000 available, £1,500 of which can be spent on eligible consumables or
    b. 2 years with up to £12,000 available, £3,000 of which can be spent on eligible consumables.
  • Visits must be bilateral, meaning that the applicant and co-applicant and/or project participants must undertake at least one visit to the overseas collaborating institution during the award period.
  • Only participants based at the same institution and working within the applicant’s or co-applicant’s research team directly involved in the collaborative project are eligible to claim travel and subsistence against the award should the application be successful.

Departmental Support
• The following individuals must be included in the application:
  o the applicant’s Head of Department;
  o the co-applicant’s Head of Department.
**Note**: if either the applicant or co-applicant is the Head of Department, then details of the individual to whom they report must be supplied instead, i.e. Head of School or Head of Faculty or Dean

### 3. Timetable

<table>
<thead>
<tr>
<th>Round</th>
<th>2020 Opening Dates</th>
<th>2020 Closing Dates (15:00 UK time)</th>
<th>Latest Project Start Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020/R1</td>
<td>16 January 2020</td>
<td>12 March 2020</td>
<td>16 September 2020</td>
</tr>
<tr>
<td>2020/R2</td>
<td>15 April 2020</td>
<td>03 June 2020</td>
<td>14 December 2020</td>
</tr>
<tr>
<td>2020/R3</td>
<td>06 August 2020</td>
<td>24 September 2020</td>
<td>10 March 2021</td>
</tr>
</tbody>
</table>

**Results available**: Results of the competition will be available about 4 or 5 months after the application closing date.

### 4. Assessment Criteria and Review Process

**Assessment Criteria**

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

- the research background of the UK and overseas scientists;
- the strength of the scientists and institution in the area of proposed research;
- the mutual benefit of the collaboration;
- the strength of the proposal;
- the potential contribution to the UK science base;
- the potential for long-term collaboration.

**Review Process**

- All applications to the International Exchanges Scheme are reviewed and assessed by two members of the selection panel who have the most appropriate scientific expertise using the criteria detailed above.
- It is expected that applicants will be notified of the outcome of their application by email.

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

More information on the Review Process can be found in Appendix 1.

### 5. Contact information

Enquiries about this scheme can be made using the contact details below. Before contacting us, please check whether your question is answered by these scheme notes. If not, please email international.exchanges@royalsociety.org or call +44 (0) 207 451 2532 or 2581.

*Please quote your application reference number in all correspondence to the Royal Society.*

### 6. Use of Data
Please note that information regarding your application for International Exchanges may be shared with the Department of Business, Energy and Industrial Strategy (BEIS), the Yusuf and Farida Hamied Foundation and the Sino-British Fellowship Trust 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, the Yusuf and Farida Hamied Foundation, the Sino-British Fellowship Trust, or an agent acting on their behalf, for reporting and evaluation purposes throughout the course of your funding and after its completion.

7. System Guidance Notes

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

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

ORCID Identifier

All applicants applying to Royal Society should submit an ORCID (Open Researcher and Contributor ID) identifier if they have one before their application is submitted. ORCID maintains a registry of unique researcher identifiers and a transparent method of linking research funding, research publications, research data and any other research outputs to these unique identifiers. This is a mandatory requirement at the application submission stage only. You can register for an ORCID identifier via https://orcid.org/register.

Completing the application form

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

Summary
Eligibility Criteria
Contact Details (UK applicant/team leader)
Lead Applicant Career Summary (UK applicant/team leader)
Co-applicant Overseas Career Summary (Overseas applicant/team leader)
Research Proposal
Use of Animals in Research
Use of Human Patients and Tissue
Financial Details
Applicant Declaration
Head of Department Support (of the UK applicant/team leader)
Head of Department Overseas Support (of the overseas applicant/team leader)

A full list of question fields to be completed as part of the application can be found in the Question Guidance in Section 9.

8. Participants

To complete and submit the application form, the lead applicant is required to provide supporting statements from two individuals (including co-applicant and Heads of Department). The overseas partner will be considered as the co-applicant.

These individuals can be invited through the ‘participants’ tab displayed on the application form summary page, where you will find each of the required participants as described above.

Please select ‘invite’ and enter the e-mail address of the person you wish to invite to provide the relevant statements and send the invitation.

The recipient will need to accept your invitation before they can participate in the application.

You can monitor the progress of your participant’s activity through this section of the application form, and issue reminders as required. 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 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.

It is recommended that Participants fulfil their requirements at least 5 working days before the submission deadline (Wednesday, 03 June 2020, 15:00 UK time) to ensure there is sufficient time for organisational approval. The UK Host Organisation approver must approve the completed application by the submission deadline.

Participant Types

Departmental Support
The following individuals must be listed under the Participants tab:
  o The applicant’s Head of Department
  o The co-applicant’s Head of Department
It is the applicant’s responsibility to liaise with the UK Institutional Approver and Heads of Department to ensure that the required tasks are completed by the deadline. Please contact The Royal Society before the deadline if there is any issue. Alternatively, UK Institutional Approver and Heads of Department can contact us directly. The Royal Society will not be held responsible for emails that are not received due to address errors or spam filters, and no provision is made for non-receipt of emails sent by The Royal Society.

Re-opening the Application form to Participants
On the occasion that an invited participant accidentally submits their section of the application form prematurely, the UK applicant has the ability to re-open the application form for that participant. To do this, the lead applicant should return to the Participants tab on the application form summary page. The UK applicant will find a ‘re-open’ button alongside the name of each participant who has completed their section of the application form. Once the UK applicant clicks this button, the form is reactivated and available for that participant to amend.

Research Support Role
The Research Support role displayed under the participants tab is an optional role, which allows you to invite an individual from the relevant UK Host Organisation’s 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.

Further guidance and support can be found through the applicant and approver knowledge base.

9. Application Guidance Notes

Application Approvals

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

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

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

You will only be able to submit your application for approval by the UK Institutional Approver once all sections of the application form have been marked as complete, and the co-applicant, UK Head of Department and Overseas Head of Department have marked their work as complete AND have submitted their section (the UK applicant must check the status of the co-applicant, UK Head of Department and Overseas Head of Department under the ‘Participants’ tab on the summary page of the application form). Applications submitted after the deadline will not be accepted.

Question Guidance
Please read these guidance notes carefully as you complete the form. In the table below, each box represents a page of the application form; the left-hand column contains the questions within each of these pages as set out in the form; the right-hand column contains useful guidance on its completion.

Note that questions with * are mandatory fields.

### Summary

| Summary page | The summary page of the application form provides instructions for submission of your application for approval from the UK Host Organisation. In addition, you are provided with an overview for each section of your application form, including the approximate length of time it will take to complete each section. The summary page also allows applicants to manage and invite participants (e.g. UK Head of Department, Overseas Head of Department and Research Support (optional), who are required to contribute to the application form. Instructions for inviting participants can be found under the ‘participants’ tab on the application summary page. 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. |

### Eligibility Criteria

| Eligibility Criteria * | Please provide confirmation that you meet the eligibility criteria. Details of the eligibility criteria can be found in Section 2 of these Scheme Notes. |

### Contact Details

| Title, Names, address, organisation and country * | Review and complete your personal details accurately. Errors in this section can cause difficulties in processing your application. Errors will not be corrected after submission. Under this section, you should edit the of contact type the participants who will partake in your application form. The system default contact type is set as ‘collaborator’. To amend the contact type of your Head of Department, click ‘edit’, and under the contact type field, select the ‘Head of Department’. Organisation: this table will automatically display details of the intended Host Organisation (marked by a tick) which you selected previously and your current organisation, if different from the organisation where the award will be held and administered. |

| Email address * | This field defaults to the account in which the application has commenced and is where all correspondence pertaining to the application throughout the application process will be sent. The applicant must therefore commence the application using the login email address used to register a user account on Flexi-Grant®. |

### Applicant [and Co-Applicant] Career Summary
<table>
<thead>
<tr>
<th><strong>Title of Current Position</strong> *</th>
<th>Please state the title of your current position.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full name</strong> *</td>
<td>Please enter your full name, including title below. (Co-applicant only)</td>
</tr>
<tr>
<td><strong>Current Employer</strong> *</td>
<td>Please enter the official organisation name of your current employer (e.g. University of Bath).</td>
</tr>
<tr>
<td><strong>Current Department</strong> *</td>
<td>Please enter details of your current department (e.g. Department of Astrophysics).</td>
</tr>
<tr>
<td><strong>Country/Territory</strong> *</td>
<td>Please select the country/territory where your current employer or last employer (if currently unemployed or on leave) is based. (Co-applicant only)</td>
</tr>
<tr>
<td><strong>Current Position Start Date</strong> *</td>
<td>Please enter the date when your current position started.</td>
</tr>
<tr>
<td><strong>Current Position End Date</strong> *</td>
<td>Please enter the date when your current position is expected to finish. If you are on a permanent contract, please enter 31 December 2050.</td>
</tr>
</tbody>
</table>
| ** Applicant Qualifications** * | Please list all your qualifications in reverse chronological order.  

**Note:** You can retrieve your qualification information from your profile to complete this section of the application form using your ORCID identifier. |
| **Applicant Career History** * | Please provide a full list of your appointments since your PhD in reverse chronological order stating if part-time (and percentage part-time) when necessary.  

**Note:** You can retrieve your career history information from your profile to complete this section of the application form using your ORCID identifier. |
| **List your Key and/or Relevant Publications** * | Please provide details of authors, titles and references of your 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. Please note that publications will be reviewed on the basis of scientific content, rather than publication metrics or the identity of the journal.  

**Most significant publications:** Please also identify with asterisks (*) up to five publications which you consider to be most significant.  

**Note:** You can retrieve your publications from your profile to complete this section of the application form using your ORCID identifier. |
| **Field of Specialisation** * | Enter details of your field(s) of specialisation. (20 words max.) |
| **Summary of Your Current Research** * | Provide an outline summary of your current research. Please also include a brief comment on the strength of your organisations. (Maximum 200 words) |
| **PhD Award Date** * | Please enter the date that you were awarded your PhD. If you have not received your PhD, please enter your expected completion date. |

**Research Proposal**

<table>
<thead>
<tr>
<th><strong>Project Title</strong> *</th>
<th>Please give the full title of your proposed project. (20 words max.)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start Date</strong> *</td>
<td>Please enter the proposed start date of the project. Activities must start no earlier than 4 months after the application closing date and no later than the latest project start date mentions on page 2.</td>
</tr>
<tr>
<td><strong>End Date</strong> *</td>
<td>Please enter the proposed end date of the project. This must be either 3 months, 1 year or 2 years from the start date.</td>
</tr>
<tr>
<td><strong>Host Organisation</strong> *</td>
<td>Please select the UK organisation where the award will be held from the drop-down list.</td>
</tr>
<tr>
<td><strong>Subject Group/Area</strong> *</td>
<td>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.</td>
</tr>
<tr>
<td><strong>Research Aims</strong> *</td>
<td>Please state your scientific aims. (250 words max.)</td>
</tr>
<tr>
<td><strong>Lay Summary</strong> *</td>
<td>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. (250 words max.)</td>
</tr>
<tr>
<td><strong>Research Proposal</strong> *</td>
<td>Please provide details of your research proposal. Your proposal should also include an outline of the nature and purpose of your research project including a description of the experimental methods and techniques to be used. (500 words max.)</td>
</tr>
<tr>
<td><strong>Participants</strong> *</td>
<td>List other project participants from both teams, their current academic role/post and why you wish to include them on the project. Participants include PhD students, post-doctoral researchers and any other research staff members from both teams. (200 words max.)</td>
</tr>
<tr>
<td><strong>Benefits to individuals/ institutions</strong> *</td>
<td>Please describe clearly the planned outcomes and any potential benefits that will result from the proposed collaboration for you, the co-applicant and the respective organisations. Please comment on the added value of the collaboration, and the intentions for sustaining the partnership in the longer term. (200 words max.)</td>
</tr>
<tr>
<td><strong>Benefits to UK</strong> *</td>
<td>Describe any potential benefits to the UK and UK research that will result from the proposed project. (200 words max.)</td>
</tr>
<tr>
<td><strong>Benefits to Overseas Country/ Territory</strong> *</td>
<td>Describe any potential benefits to the overseas country/territory and/or country of origin that will result from the proposed project. (200 words max.)</td>
</tr>
</tbody>
</table>

**Data Management and Data Sharing**
The Royal Society supports science as an open enterprise and is committed to ensuring that data outputs from research supported by the Society are made publicly available in a managed and responsible manner, with as few restrictions as possible. Data outputs should be deposited in an appropriate, recognised, publicly available repository, so that others can verify and build upon the data, which is of public interest. To fully realise the benefits of publicly available data they should be made intelligently open by fulfilling the requirements of being discoverable, accessible, intelligible, assessable and reusable.

The Royal Society does not dictate a set format for data management and sharing plans. Where they are required, applicants should structure their plan in a manner most appropriate to the proposed research. The information submitted in plans should focus specifically on how the data outputs will be managed and shared, detailing the repositories where data will be deposited. In considering your approach for data management and sharing, applicants should consider the following:

- What data outputs will be generated by the research that are of value to the public?
- Where and when will you make the data available?
- How will others be able to access the data?
- If the data is of high public interest, how will it be made accessible not only for those in the same or linked field, but also to a wider public audience?
- Specify whether any limits will be placed on the data to be shared, for example, for the purposes of safeguarding commercial interests, personal information, safety or security of the data.
- How will datasets be preserved to ensure they are of long-term benefit?

Outline of data management and data sharing plan *

If the proposed research will generate data that is of significant value to the research community, then please provide details of your data management and sharing plan. (maximum 200 words)

Use of Animals in Research*

The Royal Society is committed to supporting the development of alternative methods to reduce and/or replace the use of animals in research. Applicants proposing to use animals in their research must ensure that the use of animals falls within the regulations stipulated in the Animals (Scientific Procedures Act) 1986 and subsequent amendments. Additionally, applicants should continually be aware of developments in best practice, and adopt the principles of the 3Rs when designing and conducting experiments on animals.

As a funder of research, the Society takes its responsibilities towards the UK Animals (Scientific Procedures Act) 1986 seriously and requires applicants to consider the questions below when preparing grant applications that include the use of animals.

| Does your proposal involve the use of animals or animal tissue? * | Select ‘Yes’ or ‘No’. If you have selected ‘Yes’ it is mandatory to complete all of the relevant questions on the Use of Animals in Research page. |

Experimental Design Assistant

The Royal Society recommends that applicants use the Experimental Design Assistant (EDA), which is a free resource from the NC3Rs to support researchers in the planning of animal experiments. This will help to facilitate robust study design and reliable and reproducible findings.
The EDA helps applicants build a machine-readable diagram representing their experimental plan, following capture of their methodology, and allows the applicant to then generate a PDF report which provides a transparent description of the experimental design in a standardised format, which can be uploaded to the application form.

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

### Use of Human Participants and Tissue

Any application for a research proposal involving human participants, patients or tissue and therefore requiring local ethical committee approval will be considered only when accompanied by the necessary permission certificate or proof that ethical permission will be sought, which must be provided in English.

<table>
<thead>
<tr>
<th>Does your application involve the use of human participants, patients or tissue?</th>
<th>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.</th>
</tr>
</thead>
</table>

### Financial Details

<table>
<thead>
<tr>
<th>Duration</th>
<th>Specify the duration of your project: 3 months, 1 year or 2 years.</th>
</tr>
</thead>
</table>

| Budget Table | You are permitted to claim total costs for:  
- consumables (incl. fieldwork). **Note:** £0 for 3 months, up to £1,500 for 1 year or up to £3,000 for 2 years’ project duration;  
- travel (incl. subsistence).  

The grand total of travel (international), subsistence and consumables (incl. fieldwork) is calculated automatically. **Note:** up to £3,000 for 3 months, up to £6,000 for 1 year or up to £12,000 for 2 years’ duration. |
|---|---|

| Justification for Consumables (incl. fieldwork) | Please fully justify your request for consumables, including expenses for fieldwork:  
e.g. Item 1: cost; Item 2: cost i.e. Computer software: £500; Visa charges (x4): £200 etc.  
**Eligible consumable** costs include Visa charges, police registration fees, postage and printing, books, reagents, computer software, stationery for overseas visitors whilst in the UK, fieldwork expenses, and animal and plant licence fees.  
**Ineligible consumable** costs include but are not limited to Publication costs, computer hardware, bench fees, conference registration fees, travel to conferences, departmental costs/overheads, access charges, medical insurance, excess baggage, expenses relating to accompanying dependents, contributions towards salaries, costs involving travel to a third country/territory and costs incurred by project participants not associated with the applicant organisations. |
|---|---|

| Justification for Travel (incl. Subsistence) | Please provide justification for the amount requested. |
Provide justification for the amount requested for subsistence and for international travel to be undertaken and the cost of individual travel expenses.

**Note:** international & national airfares are expected to be economy/APEX rates.

You must complete a provisional visit plan for the duration of the award presenting the details as follows as this will enable us to easily assess the eligibility of your application:

e.g. Last name of individual 1: Length of visit, Estimated date of visit, Destination, Cost; Last name of individual 2: Length of visit, Estimated date of visit, Destination, Cost i.e. Professor Smith: 2 months, November 2020, Rome, £600; Professor Rossi: 3 months, April 2012, UK, £900 etc..

**Applicant Declaration**

*Please declare that:

You have read the Terms and Conditions of Award under which Royal Society grants are awarded and, if a grant offer is made, you agree to abide by them. **The Terms and Conditions for Royal Society applications can be found at** [https://royalsociety.org/grants-schemes-awards/grants/international-exchanges/](https://royalsociety.org/grants-schemes-awards/grants/international-exchanges/).

- You have access to the necessary facilities to enable you to deliver the research proposed and will continue to have access to the facilities for the duration of the project.
- You have agreed with your Head(s) of Department that you will be afforded sufficient time and resources to deliver the research project as described in this application.

**UK and Overseas Head of Departmental Support**

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

Please check which email address the Heads of Department would like to use, as they may already be registered on Flexi-Grant® and mistakes may lead to a delay in processing your application.

The Heads of Department are expected to supply their contact details and tick ‘Yes’ or ‘No’ to the following statement: “The applicant/co-applicant will be provided with adequate space and access to resources within my department.”
Appendix 1: Application Submission Process Flow Diagram

ROUND OPENS

Applicants fill in form online via Flexi-Grant®

Applicants fill in form online via Flexi-Grant®

Both Heads of Departments submits their support via Flexi-Grant®

UK Institutional Approver submits their approval via Flexi-Grant®

ROUND CLOSES
Final submission to The Royal Society by deadline 15:00 UK time
2020/R1: 12 March 2020
2020/R2: 03 June 2020
2020/R3: 24 September 2020

Non-submissions: Rejection

Application is checked for eligibility and provision of support from both Heads of Department

Rejection

Rejection

Application enters selection process

Rejection

AWARDED