

# International Exchanges Scheme- Standard Programme 2021

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

## Contents

<b>Overview</b> .....	<b>2</b>
Background .....	2
Aims of the Scheme .....	2
Subjects Covered.....	2
Value of Funding and Support Provided .....	2
Duration and Start of Award.....	3
<b>Eligibility</b> .....	<b>3</b>
Applicant Eligibility .....	3
Host Organisation Eligibility .....	4
Eligible Activity .....	4
Eligible Costs .....	5
<b>Assessment Criteria and Review Process</b> .....	<b>5</b>
Assessment Criteria .....	5
Review Process .....	5
<b>Timetable</b> .....	<b>6</b>
<b>Participants</b> .....	<b>6</b>
<b>Contact information</b> .....	<b>7</b>
<b>Use of Data</b> .....	<b>7</b>
<b>System Guidance Notes</b> .....	<b>7</b>
Using Flexi-Grant ® .....	7
ORCID Identifier .....	8
Completing the application form .....	8
<b>Application Guidance Notes</b> .....	<b>8</b>
Application Approvals.....	8
Question Guidance .....	9

# Overview

## **Background**

The International Exchanges Scheme is for scientists based in the UK who want to stimulate collaborations with leading scientists overseas through either a one-off visit or bilateral travel.

## **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 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 [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, please contact the [Grants team](#).

## **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 'Eligible Costs' on page 5 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 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.

**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'.

### **Duration and Start of Award**

Awards are expected to commence by 14 December 2021.

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 2021.

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.

## Eligibility

### **Applicant Eligibility**

- The UK based scientist and/or project leader (the lead 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.
- 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.

The Royal Society recognises that diversity is essential for delivering excellence in science, technology, engineering and mathematics (STEM). The Society wants to encourage applications from the widest range of backgrounds, perspectives and experiences to maximise innovation and creativity in science for the benefit of humanity. We regularly review and revise processes to help ensure that all talented applicants have an equitable chance to succeed as per the assessment criteria. This includes ensuring all panel members are briefed on unconscious bias in decision making as part of our assessment process.

**Support to applicants with disabilities:** The Royal Society welcomes applications from scientists with disabilities and provides adjustments to ensure that they can participate fully in the selection process. If you need an adjustment when accessing the application form, attending interviews if applicable, or for any other part of the application process, please contact the [Grants team](#). Adjustments can include but not limited to:

- Extension of the deadline;
- Additional support to complete the application form.

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

### **Host Organisation Eligibility**

Eligible host organisations are a university or not-for-profit research institution. 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/>

### **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.

## **Eligible Costs**

- Travel (incl. subsistence): up to £3,000 for 3 months, up to £6,000 for 1 year or up to £12,000 for 2 years' duration
- Consumables (incl. fieldwork) £0 for 3 months, up to £1,500 for 1 year or up to £3,000 for 2 years' project duration

**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.

# 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 institutions 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.

The subject tags you select on your application play a vital role in matching your application with appropriate reviewers, so it is extremely important to select only the most relevant subject tags on your application.

Please be assured that the Royal Society specifically requests anyone involved in reviewing applications to consider them in confidence. More information on the Review Process can be found in Appendix 1.

All applicants will be notified of outcomes via email.

## Timetable

Round	Opening Dates	Closing Dates (15:00 UK time)	Latest Project Start Dates
2021/R2	Thursday, 15 April 2021	Thursday, 10 June 2021	Tuesday, 14 December 2021
2021/R3	Wednesday, 04 August 2021	Wednesday, 29 September 2021	Thursday, 10 March 2022

## Participants

To complete and submit the application form, the lead applicant is required to invite the following individuals to complete their section of the application form (who must be listed under the Participants tab):

- the **applicant's** Head of Department;
- 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

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 participants' 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'.**

Please note that once an applicant submits an application on Flexi-Grant®, it is then directed to the designated Approver for the employing organisation at which the applicant has applied to host an award (see Application Approvals in the 'Application Guidance Notes' Section). It is recommended that referring and supporting participants fulfil their requirements **at least 5 working days** before the submission deadline (Thursday, 10 June 2021) to ensure there is sufficient time for organisational approval. The **UK Host Organisation** approver must approve the completed application by the submission deadline.

**It is the applicant's responsibility to liaise with the UK Host Organisation's Approver and the 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, the UK Host Organisation's 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.**

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.

### **Re-opening the Application form to Participants**

On the occasion that an invited participant accidentally submits their section of the application form prematurely, the Lead Applicant has the ability to re-open the application form for the participant. To do this, the Lead Applicant should return to the Participant tab on the application form summary page. You will find a 're-open' button alongside the name of any participant who has completed their section of the form. Once you click this button, the form is reactivated and available for participants to amend.

### **Research Support Role**

The Research Support role displayed under the participants tab is an optional role, which allows you to invite an individual from the relevant 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.

Additional system guidance can be found in the 'Systems Guidance Notes' Section.

## Contact information

Enquires about this scheme can be made using the contact details below. Before contacting us, please check whether your question is answered by these scheme notes. If not, please email [international.exchanges@royalsociety.org](mailto: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.***

## 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) and the Yusuf and Farida Hamied Foundation 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, or an agent acting on their behalf, for reporting and evaluation purposes throughout the course of your funding and after its completion.

## System Guidance Notes

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

### **Using Flexi-Grant®**

Applications can only be submitted online using the Royal Society's Grants management system (Flexi-Grant®) via <https://grants.royalsociety.org>. Further information about the Grants management system can be found via <https://royalsociety.org/grants-schemes-awards/grants/flexi-grant/>. If you have not previously used Flexi-Grant®, please follow the registration process from the Flexi-Grant®, homepage. ***Paper-based applications will not be accepted.***

Before completing the online form, all applicants should check that they comply with the eligibility requirements and ensure all necessary information is presented in the application. These requirements are strictly adhered to and applications without all the necessary information, or evidence to show the assessment criteria are met, will be rejected.

**All applications must be approved by the 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.**

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

### **ORCID Identifier**

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

### **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**

#### **Data Management and Data Sharing**

#### **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 the 'Application Guidance Notes' Section.

## **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 award can be hosted within their organisation, confirm that there is the capacity to deliver the proposed research and assure the proposed budget is appropriate and eligible for the scheme.

**You will only be able to submit your application for approval by the UK Host Organisation’s Approver once all sections of the application form have been marked as complete and all participants have marked their work as complete AND have submitted their section.** The 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 the following guidance notes carefully as you complete the form. In the table below, each box represents a page of the application form; the left-hand column contains the questions within each of these pages as set out in the form; the right-hand column contains useful guidance on its completion.**

**Note that questions with \* are mandatory fields.**

<b>Summary</b>	
Summary page	<p>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.</p> <p>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.</p> <p><b>Note:</b> 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>

<b>Eligibility Criteria</b>	
Eligibility Criteria *	<p>Please provide confirmation that you meet the eligibility criteria.</p> <p>Details of the eligibility criteria can be found in the ‘Eligibility’ Section of these Scheme Notes.</p>

<b>Contact Details</b>	
Title, Names, address, organisation and country *	<p>Review and complete your <b>personal details</b> accurately. Errors in this section can cause difficulties in processing your application. Errors will not be corrected after submission.</p> <p>Under this section, you should edit the of <b>contact type</b> 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><b>Organisation:</b> 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 will be sent. The applicant must therefore commence the application using the login email address used to register a user account on Flexi-Grant®.

<b>Applicant [and Co-Applicant] Career Summary</b>	
Full name *	Please enter your full name, including title. <b>[Co-applicant only]</b>
Title of Current Position *	Please state the title of your current position.
Current Employer *	Please enter the official organisation name of your current employer (e.g. University of Bath).
Current Department *	Please enter details of your current department (e.g. Department of Astrophysics).
Country/Territory *	Please select the country/territory where your current employer (or last employer if currently unemployed or on leave) is based. <b>[Co-applicant only]</b>
Current Position Start Date *	Please enter the date when your current position started.
Current Position End Date *	Please enter the date when your current position is expected to finish. If you are on a permanent contract, please enter 31 December 2050.
Field of Specialisation *	Enter details of your field(s) of specialisation. (Maximum 20 words)
Summary of Your Current Research *	Provide an outline summary of your current research. Please also include a brief comment on the strength of your organisation. (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.
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>The depth of information you provide is up to you, but this will represent you under assessment and so it is worth including as much good evidence for your academic merit as possible.</p> <p><b>Note:</b> You can retrieve your career history information from your profile to complete this section of the application form using your ORCID identifier.</p>

<p>Applicant Qualifications *</p>	<p>Please list all your qualifications in reverse chronological order.</p> <p>The depth of information you provide is up to you, but this will represent you under assessment and so it is worth including as much good evidence of your academic merit as possible and as appropriate for the funding for which you are applying.</p> <p><b>Note:</b> You can retrieve your qualification information from your profile to complete this section of the application form using your ORCID identifier.</p>
<p>Impact of Covid -19</p>	<p>The Society appreciates that the impact of the coronavirus pandemic on researchers and their work will be varied. Please provide a summary of how the pandemic has affected your research activities</p> <p>This can include but is not limited to: delays in publishing/submitting a key paper(s) (please note pre-prints can be included in your publications list), pause on experiments/research plans, reduced ability to work due to additional caring responsibilities.</p> <p>(Maximum 500 words)</p>
<p>List your Key and/or Relevant Publications *</p>	<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. Please note that publications will be reviewed on the basis of scientific content, rather than publication metrics or the identity of the journal.</p> <p>Most significant publications - Please identify with asterisks (*) up to five publications which you consider to be most significant.</p> <p>Your list should have three sections: (i) refereed papers in primary journals, (ii) contributions to symposia and compiled volumes (refereed only); and (iii) preprints.</p> <p>For publications arising from large collaborative programmes clearly specify the exact role and contribution made towards large collaborative research programmes that have resulted in multi-authored publications.</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>If appropriate, give the publisher or where each publication may be obtained, providing a URL if available. Citations for preprints must state "Preprint", the repository name and the articles persistent identifier (e.g. DOI).</p> <p><b>Note:</b> You can retrieve your publications to complete this section of the application form using your ORCID identifier.</p>
<p>Applicant Research Funding *</p>	<p>Please list your current and previous research funding in reverse chronological order.</p>

	<p>The depth of information you provide is up to you, but this will represent you under assessment and so it is worth including as much good evidence for your academic merit as possible and as appropriate for the funding for which you are applying.</p> <p><b>Note:</b> You can retrieve your information from your profile to complete this section of the application form using your ORCID identifier.</p>
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<b>Research Proposal</b>	
Project Title *	Please give the full title of your proposed project. (Maximum 20 words)
Start Date *	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 mentioned on page 3.
End Date *	Please enter the proposed end date of the project. This must be either 3 months, 1 year or 2 years from the start date.
Host Organisation *	Please select the UK organisation where the award will be held from the drop-down list.
Subject Group/Area *	Select the subject group/area(s) that most closely defines the research area of the research proposal from the drop-down menu and tick box options. This will enable us to allocate the application to the most appropriate assessment panel.
Research Aims *	Please state your scientific aims. (Maximum 250 words)
Lay Summary *	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. (Maximum 250 words)
Research Proposal *	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. (Maximum 500 words)
Participants *	<p>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. (Maximum 200 words)</p> <p><b>Note:</b> There are no restrictions on the number of participants per team but only participants working within the applicant's and co-applicant's institution and research group directly involved in the collaborative project are eligible to claim travel and subsistence against the award should the application be successful.</p>

Benefits to individuals/ institutions *	<p>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.</p> <p>Please comment on the added value of the collaboration, and the intentions for sustaining the partnership in the longer term. (Maximum 200 words)</p>
Benefits to UK *	Describe any potential benefits to the UK and UK research that will result from the proposed project. (Maximum 200 words)
Benefits to Overseas Country/ Territory *	Describe any potential benefits to the overseas country/territory and/or country of origin that will result from the proposed project. (Maximum 200 words)

<b>Data Management and Data Sharing</b>	
<p>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.</p> <p>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:</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>	
Outline of data management and data sharing plan *	<p>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.</p> <p>(Maximum 200 words)</p>
Fieldwork *	Will you be conducting fieldwork as part of your research? Yes/No *

Fieldwork	Please provide all details of any proposed fieldwork to be carried out. Please ensure you provide details of location, duration and justification for the fieldwork.
Fieldwork (Upload only)	<p>Please upload documents related to the following (if applicable):</p> <ol style="list-style-type: none"> <li>1. Permission Any mandatory documents that show local support has been assured by way of permission from the government concerned to travel to and work in the country.</li> <li>2. Collection of specimens Any mandatory documents that show: <ul style="list-style-type: none"> <li>• Specific permission has been obtained from the host country to collect and to export specimens and material</li> <li>• The director of the museum or other decision makers where these specimens will be deposited has indicated his/her desire or willingness to have such specimens and material.</li> </ul> </li> </ol>

### 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.
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### Experimental Design Assistant

The Royal Society recommends that applicants use the [Experimental Design Assistant](#) (EDA), which is a free resource from the NC3Rs to support researchers in the planning of animal experiments. This will help to facilitate robust study design and reliable and reproducible findings.

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

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

### Use of Human Participants and Tissue

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

<b>Financial Details</b>	
Duration *	Specify the duration of your project: 3 months, 1 year or 2 years.
Budget Table *	<p>You are permitted to claim total costs for:</p> <ul style="list-style-type: none"> <li>• consumables (incl. fieldwork). <b>Note:</b> £0 for 3 months, up to £1,500 for 1 year or up to £3,000 for 2 years' project duration;</li> <li>• travel (incl. subsistence).</li> </ul> <p>The grand total of travel (international), subsistence and consumables (incl. fieldwork) is calculated automatically. <b>Note:</b> up to £3,000 for 3 months, up to £6,000 for 1 year or up to £12,000 for 2 years' duration.</p>
Justification for Consumables (incl. fieldwork) *	<p>Please fully justify your request for consumables, including expenses for fieldwork:</p> <p>e.g. Item 1: cost; Item 2: cost i.e. Computer software: £500; Visa charges (x4): £200 etc.</p> <p><b>Eligible consumable</b> 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.</p> <p><b>Ineligible consumable</b> 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.</p>
Justification for Travel (incl. Subsistence) *	<p>Please provide justification for the amount requested.</p> <p>Provide justification for the amount requested for subsistence and for international travel to be undertaken and the cost of individual travel expenses.</p> <p><b>Note:</b> international &amp; national airfares are expected to be economy/APEX rates.</p> <p>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:</p> <p>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 2021, Rome, £600; Professor Rossi: 3 months, April 2021, UK, £900 etc..</p>

### **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/>.

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."

### **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.***

# Appendix 1: Application and Review Process

