Royal Society Wolfson Fellowships

1. Overview

The Royal Society Wolfson Fellowships aim to provide long-term support to UK Universities and Research Institutions in making strategic research appointments. Host organisations may apply in conjunction with the researcher for flexible funding of up to: a) £250,000 over five years to contribute to a package of support aimed at attracting to the UK outstanding scientists and their teams, or b) £150,000 over five years to contribute to a package of support aimed at retaining within the UK outstanding scientists and their teams. Funding may be included for salary enhancement, research expenses and equipment as detailed below.

The aims of the programme are to:

- Strengthen research in the UK’s best University departments and Research Institutions in fields considered to be strategically important by the institution.
- Enable UK Universities and Research Institutions to attract outstanding researchers to the UK from overseas in strategic areas.
- Help maintain the strength of the best research departments in UK Universities and Research Institutions by ensuring that they can retain their most talented scientists in strategic areas.
- Provide flexible funding to excellent research leaders including established scientists whose career is on a steep upward trajectory, to conduct high-quality research.

The programme will provide funding in all fields of the natural sciences. The Vice-Chancellor, Institute Director or their representative (Pro-Vice Chancellor of Research or Departmental Head) will be required to state why the proposed field of research is a strategic priority for the institution or department, demonstrating commitments the institution has made to highlight the strategic importance of the field, as well as what impact the nominated candidate will have on the science and the department and the potential benefit to the UK science base. The application should also outline the process undertaken to select the candidate nominated by the institution. The institution will be required to make a commitment concerning what other support (direct or in-kind) it will provide.

Please note that only one retention application per University or Research Institution is allowed per round.

Whilst the grant is made to the institution, the researcher must have full discretion in use of the funds to support their research.

Recruitment

By recruitment, we mean recruitment of a researcher from overseas to hold the grant in the UK institution who will contribute to the scientific strategy of the host institution. Those recruited from overseas are expected to hold (the equivalent of) a full-time post at a UK institution. The grant cannot be used for researchers wishing to move between UK institutions. There is no limit on the number of recruitment applications a host organisation may submit.

Royal Society Wolfson Fellows requiring a visa to work in the UK are eligible to apply for a Research and Innovation Talent Visa (i.e. Tier 1 Exceptional Talent Visa) under the accelerated process of endorsement. Other visa routes are available. In line with the highly prestigious nature of the award, the Tier 1 Exceptional Talent visa route is designed for people who are internationally recognised as research and innovation leaders and enables the holder to be both adaptable and flexible during their research in the UK. Holders of these Exceptional Talent visas can apply for settlement after three years. Further details can be found on the Royal Society’s website www.royalsociety.org/about-us/competent-body

TC/08/19
Retention
By retention, we mean retention in the UK and within the same institution. Applications that seek to enable a candidate to move from one UK institution to another will not be eligible. Those retained are expected to hold (the equivalent of) a full-time post at the host UK institution.

Retention cases will vary in their nature from cases where the candidate has a pending offer from an overseas institution that requires urgent action (see Fast-Track below) through to pre-emptive action to strengthen support for an outstanding strategically important member of the department to reduce the likelihood of them leaving in future. The strategic case will be particularly important when considering retention applications.

Fast-track application route for ‘emergency’ recruitment and retention cases
We recognise that there can be urgent time-sensitive recruitment or retention cases where a rapid decision is required outside a current round. We therefore have a ‘Fast Track’ process available for such applications, which can normally be resolved within 5-6 weeks. Please note that Fast-Track applications must be submitted within three weeks of the application form being issued to the candidate. All Fast-Track applications submitted within six weeks of a Selection Panel meeting will be reviewed alongside the ‘standard’ round applications. Please contact the Senior Fellowships team (seniorfellowships@royalsociety.org) if you wish to discuss this option.

2. Eligibility Requirements

The Candidate: These grants are aimed at exceptional researchers at the peak of their career as well as those established researchers whose career is on a steep upward trajectory. The candidates must be nominated by the Vice Chancellor or Institute Director (or their representative) from the proposed host institution (as outlined above). Nominated researchers must either currently hold a permanent post (funded by the host institution and can include partial funding of salary from an external grant) or have received a firm offer to take effect from the start of the appointment.

Nominated individuals must not have previously held a Royal Society Wolfson Research Merit award.

Please note that only one retention application per institution is allowed for this round.

Candidates from under-represented groups are particularly encouraged to apply.

Place of tenure: Appointments must be held (fully) at a UK university or not-for-profit research institution. The grants are made to the nominating host organisation and therefore non-transferable. As such if the RS Wolfson Fellow leaves the host organisation during the tenure of their fellowship award, the grant will be withdrawn with no further funding provided.

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.
3. Grant

Length of tenure: The grant is for up to five years.

Value and support provided:

Overseas recruitment applications: Up to £250,000 can be requested.

Applications for researchers already in the host organisation: Up to £150,000 can be requested.

Funding can be used flexibly by the fellow and as part of their start-up package to support their research programme and team and can cover:

- **Salary Enhancement** – The institution may include a salary enhancement for the researcher. This will be limited to a maximum of 20% of the total salary. It is the responsibility of the host university to pay the basic salary, including employer’s contribution for pension and National Insurance for both the basic salary and if requested the Royal Society Wolfson Fellowship award salary enhancement. For ‘retention’ cases it must be an enhancement and may not be used to offset existing costs to the organisation or to cover a pre-agreed pay increase or annual pay increase.

- **Research expenses (100%)** – Flexible research expenses including consumables, travel, small pieces of equipment of up to £10K, access costs and undergraduate students.

- **Research assistance** – 80% of the full economic cost of a postdoctoral researcher/PDRA (salary costs and associated indirect and directly allocated costs, including estate costs) and can include contribution to technical support if appropriately justified.

- **4 year PhD studentship** – The cost of PhD studentship may only be included if the host organisation will commit to underwriting the remaining cost of the studentship and appropriate alternative supervision for the student in the event that the RS Wolfson Fellow leaves the institution.

- **Other** – The funding is intended to be flexible so other appropriate and justified research costs are also eligible.

All requests will need to be clearly justified in terms of the benefit to the researcher, their research goal and fit within institutional long-term research strategy.

4. Application, review process, timings and assessment criteria

Nomination and application process: The Vice Chancellor or Institute Director (or their nominated representative) will need to contact the Royal Society Grants Office by email (seniorfellowships@royalsociety.org) after which a web link to a nomination form on the Royal Society's Grants and Awards management system (Flexi-Grant®) will be provided (see stage one below). The Vice Chancellor or Institute Director must complete the nomination form through their own Flexi-Grant account. After the Royal Society has considered the completed nomination form, the nominated researcher (applicant) will be sent a web link inviting them to complete and submit a full application in that current round on Flexi-Grant®.

There are normally three rounds per year.

**Closing date of current round:** 11 November 2019 (15:00 UK Time). Applications received by this date will be considered at the Selection Panel meeting in February 2020 and the outcome is likely to be announced by the end of March 2020.

Please bear in mind that in order for an application to be considered by the Royal Society, the application needs to be submitted (including completion of Head of Departments’ and two nominated referees’ support statements and financial details) and approved by the host organisation by the deadline.
Assessment criteria

Applications will be assessed against the following criteria:

- The research track record of the candidate (taking into consideration any career breaks). Candidates should be exceptional researchers at the peak of their career or established researchers whose career is on a steep upward trajectory.
- The strength of the strategic case for the nomination and fit to the institution’s scientific strategy.
- The high quality and originality of the candidate’s proposed research vision and the contribution that the researcher can make to the furtherance of UK research in their field as well as potential benefit to the UK science base.
- The quality and suitability of the host organisation including commitment to supporting the researcher’s longer-term and broader career development.

Review process

Applications will be considered by the Royal Society Wolfson Fellowship Panel. The Panel will shortlist applications for further review by at least two independent reviewers recommended by Panel, before discussing at a final Panel meeting. It is expected that applicants will be notified of the final outcome by the end of 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.

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 contact the Grants Section Senior Fellowships team (tel: +44 (0) 20 7451 2263 or email seniorfellowships@royalsociety.org).

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

The following scheme notes set out the application process of the Royal Society Wolfson Fellowship scheme.

Please read through the entire document before proceeding
5. Application Guidance Notes

Using Flexi-Grant®

Applications can only be submitted online using the Royal Society’s Grants and Awards management system (Flexi-Grant®) via 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 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 lead applicant. To invite a participant (i.e. Head of Department (the nominator) and the 2 nominated referees) 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 on the participant tab.

Completing the application form

Note that questions with * are mandatory fields. Please read these guidance notes carefully as you complete the form.

Use of Application Data

Please note that information regarding your application for the Wolfson Fellowship may be shared with the Department of Business, Energy and Industrial Strategy (BEIS) and the Wolfson 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 Wolfson Foundation or an agent acting on their behalf, for reporting and evaluation purposes throughout the course of your funding and after its completion.
Stage one (Nomination) – to be completed by either the Vice Chancellor, Institute Director or Head of Department of the UK host organisation.

The nominator must submit the nomination application through their own Flexi-Grant account.

If your nominee is invited to make a full submission, the Head of Department will need to complete the support statement, including finances and upload the Vice Chancellor’s/Director’s Support Letter (PDF) (mandatory requirements).

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<th>Head of Department Contact Details</th>
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<td>Full Name including Title*</td>
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<td>Current Position*</td>
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<td>Department*</td>
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<td>Host Organisation*</td>
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<td>Email Address*</td>
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<th>Nominee Contact Details</th>
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<tbody>
<tr>
<td>Full Name including Title*</td>
</tr>
<tr>
<td>Current Position*</td>
</tr>
<tr>
<td>Department*</td>
</tr>
<tr>
<td>Current Host Organisation*</td>
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<td>Country*</td>
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<td>Email Address*</td>
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<th>Case for support</th>
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<tr>
<td>Recruitment or Retention**</td>
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<td>Statement of Support*</td>
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</table>
from the university/department in order to retain/recruit the nominated applicant. Detail any other kinds of support that will provided to the nominated candidate. (500 words maximum)
If your nominee is invited to make a full submission, you, as the Head of Department will need to complete the support statement, including finances and upload the Vice Chancellor Support Letter (PDF).

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<tr>
<th>Head of Department Support*</th>
<th>Please confirm whether the applicant will be provided with adequate space and access to resources within your department.</th>
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<tr>
<td>Salary Enhancement*</td>
<td>Please confirm that if salary enhancement is requested that this will be maintained beyond the tenure of this award.</td>
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### Applicant Career Summary

<table>
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<tr>
<th><strong>Title of Current position</strong> *</th>
<th>State the title of your current position. <em>(20 words max).</em></th>
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<tr>
<td><strong>Current Employer</strong> *</td>
<td>Enter the official organisation name of your current employer (for recruitment cases, it should be the overseas host organisation).</td>
</tr>
<tr>
<td><strong>Current Department</strong> *</td>
<td>Enter details of your current department name (e.g. Department of Astrophysics). <em>(for recruitment cases, it should be the overseas department)</em></td>
</tr>
<tr>
<td><strong>Contract Type</strong> *</td>
<td>Please select from the dropdown menu the type of contract you currently hold.</td>
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<tr>
<td><strong>Source of Salary</strong> *</td>
<td>Please select from the dropdown menu the source of funding for your post</td>
</tr>
<tr>
<td><strong>Current Position Start date</strong> *</td>
<td>Please complete the date in dd/mm/yyyy format. Recruitment cases: Please state your expected start date.</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. Please complete the date in dd/mm/yyyy format.</td>
</tr>
<tr>
<td><strong>Field of Specialisation</strong> *</td>
<td>Enter details of your field(s) of specialisation. <em>(20 words max).</em></td>
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<tr>
<td><strong>Subject Group</strong> *</td>
<td>Select the subject group/area(s) that most closely reflects your area of research from the drop-down menu and tick box options.</td>
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<tr>
<td><strong>Subject Area</strong> *</td>
<td>Please select one or more subject areas that most closely reflects your area of research.</td>
</tr>
<tr>
<td><strong>Personal statement</strong> *</td>
<td>Please provide a personal statement about your qualifications, research career to date and aspirations in the long term. Please ensure that it includes information about your achievements in making your research more accessible to non-specialist audiences. <em>(500 words max).</em></td>
</tr>
<tr>
<td><strong>Applicant Career History</strong> *</td>
<td>Please list all your posts and the dates in reverse chronological order. 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. <strong>Note:</strong> if you have an existing ORCID identifier, you can retrieve your career history from your profile to complete this section of the application form.</td>
</tr>
<tr>
<td><strong>List your key and/ or relevant publications</strong> *</td>
<td>Provide details of authors, titles and references for up to ten 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. <strong>Note:</strong> if you have an existing ORCID identifier, you can retrieve your key publications from your profile to complete this section of the application form.</td>
</tr>
<tr>
<td><strong>Applicant Research Funding</strong> *</td>
<td>Please give brief details of current and any relevant previous research funding and other income for research, indicating source and value (GBP, approximately) in reverse chronological order.</td>
</tr>
<tr>
<td><strong>Supporting Documents</strong> *</td>
<td>Please upload any documents <em>(PDF)</em>, that you feel may support this application. Please upload relevant documents that provide evidence to support the case of recruitment or retention, such as employment offers, informal offers or interview invitations from other organisations. Uploaded documents should be in English. Please note that the Panel will consider these documents during their assessment of your case for recruitment or retention, and you are strongly advised to provide supporting evidence of employment offers or informal offers.</td>
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### Research Proposal

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<tr>
<th><strong>Project Title</strong> *</th>
<th>Give the full title of your proposed project. <em>(20 words max).</em></th>
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<tbody>
<tr>
<td><strong>Host Organisation</strong> *</td>
<td>Please select the organisation where the award will be held from the drop down list.</td>
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<td><strong>Host Department</strong></td>
<td>Please provide the name of the proposed department at your host organisation.</td>
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<tr>
<td><strong>Start Date</strong></td>
<td>Please complete the start date in dd/mm/yyyy format. The earliest date that the award could commence is 01 April 2020.</td>
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<tr>
<td><strong>Subject group and Subject 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>Lay Summary</strong></td>
<td>Please provide a lay summary of your proposed project. This should be understandable by a lay person. 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. Please also explain the potential impact or wider benefits to society of your research. Please note Panel members place importance on this part of the application. <em>(250 words maximum)</em></td>
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</table>
| **Research Proposal** | Please use this section to make your case for support. You should outline the nature of your research, and explain the potential impact or wider benefits of your research. Your statement should also provide justification for the award and detail the difference securing this award would make to you and your long term research vision.  
*Plain text only 2,000 words or PDF upload. If uploading a PDF file please note it must be up to 4 sides of A4, portrait orientation. Please do not use a text size smaller than Arial 10 and make sure the document is titled. Your research proposal should provide a general description of the proposed research to be carried out. This should include, but is not limited to, the following:*  
- Clear specification of the context and research objectives of the proposed study.  
- Description of the methodology to be used and an indication of the milestones and timescales. |
| **Outline of Data Management and Data Sharing Plan** | 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.  
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:*  
- 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? |
<table>
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<tr>
<th>Outline of data management and data sharing plan*</th>
<th>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.)</th>
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| **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 Patients and Tissue**          | Any application for a research proposal involving human patients or tissue and therefore requiring local ethical committee approval will be considered only when accompanied by the necessary permission certificate or proof that ethical permission will be sought, which must be provided in English.  
Does your proposal involve the use of human patients or tissue?* Select ‘Yes’ or ‘No’. If you have selected ‘Yes’ it is mandatory to provide either a certificate or letter, as proof that ethical permission has been, or will be, obtained. Please upload the file as a PDF in portrait orientation. |
<p>| <strong>Financial Details (Please note this is to be completed by either the Vice Chancellor/Director or Head of Department of the UK host organisation)</strong> | Proposed Budget* Please provide a summary of your requested budget in the table provided. |</p>
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<th>Category</th>
<th>Description</th>
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<tr>
<td><strong>Salary Top-up</strong></td>
<td>For each year of the award, a maximum of 20% of the current annual salary can be requested as an enhancement. It is the responsibility of the host university to pay the basic salary, including employer’s contribution for pension and National Insurance for both the basic salary and the Royal Society Wolfson Fellowship award salary enhancement. Annual inflation and annual pay increases should not be applied to the salary enhancement.</td>
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<tr>
<td><strong>Research expenses</strong></td>
<td>The maximum amount that can be requested is £250,000 for recruitment cases, or £150,000 for retention cases, including the salary enhancement.</td>
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<tr>
<td><strong>Postdoctoral Researcher (PDRA) basic salary and oncosts</strong></td>
<td>Please provide the basic salary and oncosts, at 100% FEC. If awarded, these costs will be paid at 80% FEC.</td>
</tr>
<tr>
<td><strong>PhD Stipend and PhD Fees</strong></td>
<td>Please include the cost of the stipend (fixed value) of £15,009 per year. Please include London weighting if necessary. University fees of up to £4,327 per year can also be requested. The cost of a 4 year PhD studentship may only be included if the host organisation will commit to underwriting the remaining cost of the studentship and appropriate alternative supervision for the student in the event that the RS Wolfson Research Fellow leaves the institution.</td>
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<tr>
<td><strong>Consumables (including fieldwork)</strong></td>
<td>Funding for essential consumables may be requested and should be fully justified.</td>
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| **Other research expenses**    | Other expenses may include:  
  - access charges of external facilities  
  - animal and plant licence fees  
  - software licenses                                                                                                                          |
| **Animal purchases**           | Funding for animal purchases may be requested but should be fully justified.                                                                                                                               |
| **Animal maintenance**         | Funding for animal maintenance may be requested but should be fully justified.                                                                                                                             |
| **Travel (including subsistence)** | Travel costs can be requested for you and your team and should be based on the most suitable and economical form of travel. Costs for attendance at conferences may be included, where attendance will be of direct benefit to the research. Travel to collaborators and other individual research related travel can requested as well as for attendance of Royal Society events. |
| **Equipment**                  | Funding may be requested for the purchase of specialised equipment of up to £10K (including the cost of installation, spares or software procurement and the annual cost of maintenance or relocation charges specifically related to the newly purchased equipment). Funding may be requested for highly specialised computer hardware. |
| **PDRA Directly incurred costs** | These are costs that can be explicitly identifiable as arising from PDRA activities. The university must have an auditable record for these costs. If awarded, these costs will be paid at 80% FEC.                                    |
| **PDRA Indirect costs**        | Non-specific university costs e.g. costs of administration, such as personnel, finance, library and some departmental services, charged across all research activities, based on estimates that are not included as Directly Allocated costs.  
  
  Like estates costs, indirect costs will be calculated by your host organisation and a single figure is required. Information about the derivation or justification of indirect costs and estates costs is not required.  
  
  Please ensure that no indexation is added to these costs.  
  
  If awarded, these costs will be paid at 80% FEC. |
Current Salary* Please enter details of your current basic salary, including currency. Please also include details of any current salary enhancements.

Justification for Salary* Please provide justification for the amount requested. Please justify here the need for a salary enhancement. (Maximum 20% of offered salary at the prospective Host Organisation for recruitment cases, or current salary at current Host Organisation for retention cases)

Justification of research expenses* Please provide justification for the research expenses requested and indicate if the level requested will differ in later years of the award. Please include a detailed justification of the Research Expenses requested (including PDRA Salary, PhD Studentships, equipment etc)

Applicant Declaration*
By completing this section you are declaring that the information you have provided in your application is true and correct.

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.
- 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.

Applicant Head of Department Support*
Please provide a confidential statement, commenting on the suitability of the nominated applicant for this fellowship, this should include:
- fit to institutional research strategy, specifically why their field of research is a strategic priority for your institution and/or department, and any commitments the organisation has already made to highlight the strategic importance of the field,
- what impact the nominated candidate will have on the science, the department and wider UK science base
- an outline of the support (in-kind or direct) that will be committed by the department to the candidate should the application be successful and
d) list any further actions taken by the institution/department in order to retain/recruit the nominated applicant.

Please also outline the selection process undertaken by your institution/department which led to the candidate’s nomination, and how you ensure the gender diversity (and diversity more broadly) of your organisation is reflected on the nominations your organisation puts forward. The Panel will take all of this information into consideration during their assessment of the case for support.

You can upload any key documents (PDF) to support this application and will be useful for the Panel to take into consideration, such as employment offers, informal offers or interview invitations offers that have been accepted.

As part of your statement, you will required to upload the support letter from the Vice Chancellor/Director (mandatory requirement).

Additionally, you will also be requested to complete ‘financial details’ section of the application (mandatory requirement).

The applicant must invite the departmental head to participate in completion of the application form before it can be submitted for approval. Please ensure that the Applicant uses the correct email address when inviting the Head 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 or the Principal.

Before inviting the Head of Department to participate in completion of the application form, the Applicant is instructed to ensure that the Head of Department is 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.

Please check which email address the Head of Department would like to use as they may already be registered with a user account on Flexi-Grant®. It is important that the Applicant enters the correct email addresses when inviting the Head of Department to support the application, as an email will be sent automatically from Flexi-Grant® to the Head of Department with instructions for viewing the application and providing their support. Any mistakes in the email addresses supplied will delay the progress of the application.

It is the responsibility of the applicant to:
- Inform the Head of Department of the deadline
- Liaise with the Head of Department to ensure that they have received their invitation with instructions to participate in completion of the application, as no provision is made for non-receipt of these automatic emails.
- Keep track of the progress of Head of Department completion status on the application summary page. The Applicant can issue a reminder email to the Head of Department through the participants tab on the application summary page.

If the instruction email from the Royal Society has not been received please:
  a) double check the accuracy of the email address supplied on the application form
  b) advise the intended recipient to check their spam filters/junk folders
  c) contact the Royal Society with an alternative email address for the recipient

The Royal Society will not be held responsible for automated emails that are not received due to address errors or spam filters.

Nominated referee Support

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

The Applicant must ensure that they use the correct email address when inviting the nominated referees to provide letters of support.

Before inviting the nominated personal referee to participate in completion of the 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 to use as they may already be registered with a user account on Flexi-Grant®. It is important that the correct email addresses are entered when inviting the nominated referee to support the application, as an email will be sent automatically from Flexi-Grant® to the nominated referee with instructions for viewing the application and providing their support. Any mistakes in the email addresses supplied will delay the progress of the application.

If the instruction email from the Royal Society has not been received please:
  d) double check the accuracy of the email address supplied on the application form
  e) advise the intended recipient to check their spam filters/junk folders
f) 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.
Appendix 1: Application Submission Process Flow Diagram

**STAGE 1** (Nomination: Vice-Chancellor, Director or Head of Department)

- Head of Departments Nominate researchers via nomination form online via Flexi-Grant®
  - Rejection

**STAGE 2** (Applicant)

- Applicant invited to submit a full application

- Applicant fill in form online via Flexi-Grant®, inviting to the application Head of Department and Nominated referees

- Head of Department modify their support statement, uploads the Vice Chancellor Support letter and completes financial details.
- Nominated referees complete their support statements via Flexi-Grant®

- Applicant Submits

- UK Host Organisation’s approver submits their approval via Flexi-Grant®

**ROUND CLOSES**

- Final submission to the Royal Society by deadline 15:00 UK time, 11 November 2019
  - Non-submissions: Rejection

- Application is checked for eligibility and provision of support from the Head of Department
  - Rejection

- Application enters selection process
  - Rejection

- AWARDED