

# Royal Society Research Professorships 2023

The following scheme notes set out the eligibility and application process of the Royal Society Research Professorships. Please read through the entire document before proceeding with an application.

## Contents

<b>Contents</b> .....	<b>1</b>
<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 Choose an item.....	3
<b>Eligibility</b> .....	<b>3</b>
Applicant Eligibility .....	3
Host Organisation Eligibility .....	4
<b>Assessment Criteria and Review Process</b> .....	<b>4</b>
Assessment Criteria .....	4
Review Process .....	4
<b>Timetable</b> .....	<b>5</b>
<b>References and Participants</b> .....	<b>5</b>
<b>Contact information</b> .....	<b>6</b>
<b>Use of Data</b> .....	<b>7</b>
<b>System Guidance Notes</b> .....	<b>8</b>
Using Flexi-Grant ® .....	8
ORCID Identifier.....	8
Completing the application form .....	8
<b>Application Guidance Notes</b> .....	<b>10</b>
Application Approvals.....	10
Question Guidance .....	10

# Overview

## Background

The **Royal Society Research Professorships** are the Society's premier research awards, with a longstanding history of enabling world-class researchers to focus on their research. The awards have been held by researchers already established in the UK and by researchers recruited from overseas. These individuals had a past record of excellence in research and an undoubted future potential for continuing long-term achievement in research of the highest quality. Previous award holders include Nobel Laureates and Presidents of the Royal Society.

## Aims of the Scheme

Royal Society Research Professorships provide long term support to world-class researchers of outstanding achievement and promise:

- who are currently prevented from achieving full research capability by competing duties (*i.e. already based in the UK*)
- who wish to relocate to the UK to undertake their research.

The freedom provided by the Research Professorship will enable the *best internationally leading researchers* to focus on ambitious and original research of the highest quality, in a UK academic institution.

## 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, contact the Grants team via [seniorfellowships@royalsociety.org](mailto:seniorfellowships@royalsociety.org).

## Value of Funding and Support Provided

Funding will consist of:

- A contribution to the award-holder's basic salary of £86,383 per year, plus associated on-costs. The salary contribution may be supplemented at the discretion of the host organisation.
- Indirect and estate costs – 80% of the award holder's indirect and estate costs.
- £16,000 of research expenses and £50,000 of additional research expenses will be provided per year for financial years 2023/24, 2024/25, 2025/26, 2026/27 and 2027/28. These will be paid quarterly in arrears.
- Start-up costs of £100k in 2022/23 (This will be paid in advance i.e. at the start of the award).

Start-up costs and research expenses can be used for:

- **Research assistance** - 80% of the full economic cost of a PDRA (including salary and associated indirect and estate costs) and can include contribution to technical support if appropriately justified (note infrastructure technician costs should be included under directly allocated costs).

- **Research expenses** - 100% of research expenses including consumables, equipment under £10,000 and travel etc
- **Equipment** - You can request specialised equipment required for your research outlined in your fellowship. Any equipment costing **more than £10,000 (inc. VAT)** will require a **50% contribution** from the host organisation (this can be financial or in-kind). Equipment purchased under this scheme is for the use of you the grant-holder. If the equipment is expected to be used more widely in the organisation, you should only request part of the total cost. In the event that the Society meets only part of the cost of the equipment, the grant holder should have priority access to the equipment during the award period. The Head of Department must confirm priority access to this equipment within their statement of support. Grant holders are not permitted to charge access costs for equipment purchased under this scheme. Applicants should clarify the VAT position on purchases before seeking a grant.

For all equipment and services costing more than £25,000 (excluding VAT), professionally qualified procurement staff must be consulted at the beginning of the procurement process and must approve the order before it is placed with the supplier.

- **A contribution to a PhD studentship** - You can request a contribution for a 4-year PhD studentship. If you do, we will require a statement from you and your Head of Department confirming that:
  - a. In the event of the award-holder leaving the host organisation, the PhD student will be permitted to decide whether to remain at the host organisation or move with the supervisor (with advice from the supervisor and other academic staff as appropriate). The host organisation will provide a deputy supervisor who will become lead supervisor in the event that the research fellow leaves the host organisation.

### **Duration and Start of Research Professorship**

The Research Professorships are expected to commence by January 2023.

Research Professors are appointed for up to 10 years: 5 years in the first instance with the opportunity to renew the professorship for a further 5 years subject to satisfactory progress. After 10 years, all responsibility for the post, financial and otherwise, will pass to the host organisation alone. A representative of the host organisation will be asked to agree in principle to make this commitment when an application is submitted to the Society.

Up to 3 awards will be offered.

## Eligibility

### **Applicant Eligibility**

This scheme is open to world-class researchers (scientists and engineers). Applications are particularly welcomed from internationally renowned researchers currently residing outside of the UK.

The Society appreciates that there are diverse research career paths and understands the challenges of managing a research career alongside other personal commitments. When reviewing applicants' eligibility and research experience, the Society will consider time spent outside the research environment (e.g. time away due to personal reasons such as maternity, paternity, shared parental and adoptive leave or other caring responsibilities; ill-health or working in a non-research environment/role, such as industry).

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 on [seniorfellowships@royalsociety.org](mailto:seniorfellowships@royalsociety.org) or call +44 20 7451 2666. Adjustments can include but not limited to:

- Extension of the deadline
- Additional support to complete the application form
- Technical support during interviews for candidates with hearing or visual impairments
- Support during interviews for neurodiverse candidates and those with mental health conditions

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

Under-represented groups are particularly encouraged to apply.

### **Host Organisation Eligibility**

Professorships must be held at a UK University or a UK not-for-profit research institute (including Research Council Institutes). Royal Society funding cannot be used as substitution funding. The host organisation will therefore be required to provide assurance that the award will provide support for a new post and will be in addition to any existing posts. This award is expected to be held full time, however, flexible working arrangements will be considered, according to the Royal Society's policy.

## Assessment Criteria and Review Process

### **Assessment Criteria**

These prestigious awards are aimed at world-class researchers and designed to enable such individuals of proven ability to lead independent, original research within the Society's subject remit.

As such the primary considerations in the assessment will be:

- the outstanding research track record of the applicant and international standing in their field;
- the high quality and originality of the proposed research vision and programme, and how it will advance their field;
- the suitability of the research environment (UK university or research institution)

### **Review Process**

Applications are processed through a two-stage selection process. The first stage will require applicants to submit a short application including their CV and a lay summary of their proposed research. These applications will be assessed by the Royal Society Research Professorships Panel. Applicants selected to proceed to the next stage will be invited to submit a full application.

When preparing your application please ensure you select the subject tags that are most relevant to your research. 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.

Following initial Panel assessment, applications shortlisted by the Panel will be reviewed by expert independent reviewers. The Panel will then select a subset of the applicants to be invited for interview. Interviews by the Panel will be held in November 2022. Some feedback may subsequently be available on request, although for those not shortlisted, the level of feedback will be limited. 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

Opening date for the submission of CV application form	Thursday, 21 April 2022
Closing Date for the submission of CV application form	Thursday, 19 May 2022, 3:00 PM(UK Time)
Expected results	Week commencing 30 May 2022
Opening date for the invited applicants to submit full application	Monday 06 June 2022
Closing date for the submission of the full application form	Monday, 04 July 2022, 3:00 PM (UK Time)
Interviews for shortlisted applicants	Week commencing Monday, 07 November 2022
Expected results	December 2022

## References and Participants

To complete and submit the application form, the lead applicant is required to provide supporting statement or reference from the following individual:

- Head of Department of the Host Organisation

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

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 (Tuesday, 28 June 2022) 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 Head of Department to ensure that the required tasks are completed by the deadline. Please contact the Grants team before the deadline if there is any issue. Alternatively, the UK Host Organisation's Approver and the Head 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 the Grants team via [seniorcareerfellows@royalsociety.org](mailto:seniorcareerfellows@royalsociety.org) or call +44 20 7451 2666.

***Please quote your application reference number in all correspondence with the Grants team.***

## Use of Data

Please note that information regarding your application for Royal Society Research Professorships may be shared with the Department of Business, Energy and Industrial Strategy (BEIS) 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, 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:

### **Stage 1**

1. Understanding our Promotion
2. Contact Details
3. Applicant Career Summary

### **Stage 2**

1. Contact Details
2. Applicant Career Summary
3. Research Proposal
4. Use of Animals in Research
5. Use of Human Patients or Tissue
6. Financial Details
7. Applicant Declaration



## 8. Head of Department Support

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 Lead applicant must check the status of the 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.**

### Stage one

Contact Details	
<b>Title, Names, address, organisation and country*</b>	<p>Review and complete your <b>personal details</b> accurately. Errors in this section can cause difficulties in processing your application.</p> <p>Under this section, you should edit the <b>contact type</b> of 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 '<b>marked by a tick</b>' which you selected previously, and your current organisation if different from the organisation where the award will be held and administered.</p>
<b>Email address*</b>	<p>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, and in the event of the application being successful, will be sent.</p>

Applicant career summary	
<b>Title of Current Position*</b>	Please state the title of your current position.
<b>Current Employer*</b>	Please enter the official organisation name of your current employer (e.g. University of Bath).
<b>Current Department*</b>	Please enter details of your current department (e.g. Department of Astrophysics).
<b>Host Department*</b>	Please provide the name of the proposed department at your host organisation. Please enter the official name (e.g. <i>School of Chemistry</i> rather than <i>Chemistry</i> ).
<b>Host Organisation*</b>	Please select the organisation where the award will be held from the drop-down list.
<b>CV*</b>	Please upload a copy of your CV as a PDF
<b>Project Title*</b>	<b>Please give the full title of your proposed project. Maximum 20 words.</b>
<b>Subject Group*</b>	Please select the subject group that most closely reflects the research area of the research proposal from the drop-down menu.
<b>Subject Area*</b>	Please select one or more subject areas that most clearly defines the research area of the research proposal from the subject sub-category list.
<b>Lay Summary*</b>	<p>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. If applicable please also explain the potential impact or wider benefits to society of your research.</p> <p><b>Plain text only maximum of 250 words.</b></p>

## Stage two

Summary	
<b>Summary table</b>	<p>The summary page of the application form provides instructions for submission of your application for approval from the Host Organisation. In addition you are provided with an overview for each section of your application form, and 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. Head of Department) 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 UK Host Organisation once all sections of the form have been completed, which includes the Heads of Department support statement. Please invite them to your application at the beginning of your application.</p>

Contact Details	
<b>Title, Names, address, organisation and country*</b>	<p>Review and complete your <b>personal details</b> accurately. Errors in this section can cause difficulties in processing your application.</p> <p>Under this section, you should edit the <b>contact type</b> of the participants who will partake in your application form. The system default contact type is set as</p>

	<p>'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 '<b>marked by a tick</b>' which you selected previously, and your current organisation if different from the organisation where the award will be held and administered.</p>
<b>Email address*</b>	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, and in the event of the application being successful, will be sent.

<b>Applicant career summary</b>	
<b>Title of Current Position*</b>	Please state the title of your current position.
<b>Current Employer*</b>	Please enter the official organisation name of your current employer (e.g. University of Bath).
<b>Current Department*</b>	Please enter details of your current department (e.g. Department of Astrophysics).
<b>Current Position Start Date*</b>	Please enter the date when your current position started.
<b>Current Position End Date*</b>	Please enter the date when your current position is expected to finish.
<b>Source of Salary*</b>	Please select from the dropdown menu the source of funding for your current salary.
<b>Personal Statement*</b>	<p>Please provide a statement to highlight your major achievements (including prizes) and the difference securing this award would make to you, the host department and University as well as the research community in the UK.</p> <p>You should also clearly explain how the Research Professorship (and relocation to the UK if applicable) will make a difference in terms of your research and specifically what it will enable you to do which is currently not possible.</p> <p>(You will be asked to outline your proposed research programme in the next section).</p> <p><b>Plain text only</b> 1,000 words or PDF upload. <b>If uploading a PDF file please note it must be up to 2 sides of A4, portrait orientation.</b> Please do not use a text size smaller than Arial 10 and make sure the document is titled.</p>
<b>Applicant Career History*</b>	<p><b>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.</b></p> <p><b>Please provide details of any periods of part-time working, career breaks, extended sick leave or maternity/paternity/parental/adoptive leave.</b></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>
<b>Applicant Qualifications*</b>	<p>Please list all your qualifications in reverse chronological order.</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>
<b>List your Key and/or Relevant Publications*</b>	Please provide details of authors, titles and references of your key 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.

	<p>Maximum of 300 words.</p> <p><b>Most significant publications</b> – Please also identify with asterisks up to 10 publications which you consider to be most significant.</p> <p><b>Note:</b> You can retrieve your full publications from your profile to complete this section of the application form using your ORCID identifier.</p>
<b>Applicant Research Funding*</b>	<p>Please list all your current and previous research funding in reverse chronological order.</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>

<b>Research Proposal</b>	
<b>Project Title*</b>	<b>Please give the full title of your proposed project. Maximum 20 words.</b>
<b>Keywords*</b>	Provide up to 5-10 keywords that could be used to describe your research, which will aid with identifying the most appropriate peer reviewers.
<b>Subject Group*</b>	Please select the subject group that most closely reflects the research area of the research proposal from the drop-down menu.
<b>Subject Area*</b>	Please select one or more subject areas that most clearly defines the research area of the research proposal from the subject sub-category list.
<b>Abstract*</b>	<p><b>Please provide a scientific summary of your proposed project. This should be a summary of your research proposal, briefly outlining the background and summarising the aims of your project.</b></p> <p><b>Plain text only maximum of 400 words.</b></p>
<b>Lay Summary*</b>	<p>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. If applicable please also explain the potential impact or wider benefits to society of your research.</p> <p><b>Plain text only maximum of 250 words.</b></p>
<b>Research Proposal*</b>	<p>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.</p> <p><b>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.</b></p>
<b>Host Department*</b>	Please provide the name of the proposed department at your host organisation. Please enter the official name (e.g. <i>School of Chemistry</i> rather than <i>Chemistry</i> ).
<b>Host Organisation*</b>	Please select the organisation where the award will be held from the drop-down list.
<b>Outline of Data Management and Data Sharing Plan*</b>	The 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>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 their 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> <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.  <b>Plain text only</b> Maximum of 200 words.</p>
--	---

<b>Use of Animals in Research*</b>	
<p>The Royal Society is committed to supporting the development of alternative methods to reduce and/or replace the use of animals in research. Applicants proposing to use animals in their research must ensure that the use of animals falls within the regulations stipulated in the Animals (Scientific Procedures Act) 1986 and subsequent amendments. Additionally, applicants should continually be aware of developments in best practice, and adopt the principles of the <u>3Rs</u> when designing and conducting experiments on animals.</p> <p>As a funder of research, the Society takes its responsibilities towards the UK Animals (Scientific Procedures Act) 1986 seriously and requires applicants to consider the questions below when preparing grant applications that include the use of animals.</p>	
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.
<b>Experimental Design Assistant</b>	
<p>The Royal Society recommends that applicants use the <u>Experimental Design Assistant (EDA)</u>, which is a free resource from the NC3Rs to support researchers in the planning of animal experiments. This will help to facilitate robust study design and reliable and reproducible findings.</p> <p>The EDA helps applicants build a machine-readable diagram representing their experimental plan, following capture of their methodology, and allows the applicant to then generate a PDF report which provides a transparent description of the experimental design in a standardised format, which can be uploaded to the application form.</p> <p><b>Please note:</b> Applicants who choose to use the EDA, and subsequently uploads the EDA report to the application form, are advised to enter <b>see report</b> or <b>n/a</b> into any question fields within this section of the application form that have already been captured in the EDA report, to avoid any duplication.</p>	

<b>Use of Human Participants and Tissue</b>
---

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.	
<b>Does your proposal involve the use of human patients or tissue?*</b>	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>	
<b>Directly incurred costs*</b>	These are costs that can be explicitly identifiable as arising from the research fellowship. The university must have an auditable record for these costs.
<b>Contribution to Basic salary*</b>	Our contribution towards the basic award holder's salary is £86,383 per year plus associated on-costs. <b>Please ensure that no indexation is added to these costs.</b> This will be added automatically each year of successful awards in line with HM Treasury's GDP deflator.
<b>London Allowance</b>	Where appropriate, and if not included in basic salary, please give details of any London weighting allowance.
<b>Research expenses*</b>	<p>Research expenses cover costs associated with a contribution to a PhD studentship, consumables, animal purchases and maintenance, travel, equipment under £10,000, research support and research assistance.</p> <p>Research expenses are covered at 100% fEC, excluding staff costs (i.e. PDRA which will be provided at 80% fEC. <b>However, please enter all costs at 100% fEC.</b></p> <p>Please provide the total requested for each heading, per financial year, in the budget table in the online application form.</p> <p>Applicants can request start-up costs of £100k in 2022/23 and research expenses of £16,000 and £50,000 of additional research expenses thereafter. Specifically:</p> <ul style="list-style-type: none"> <li>• In financial year 2022/23, start-up costs of £100,000 can be requested. This will be paid in advance.</li> <li>• For financial years 2023/24, 2024/2025, 2025/26, 2026/27 and 2027/28, up to £66,000 per year for research expenses can be requested. This will be paid quarterly in arrears.</li> </ul>
<b>Postdoctoral Researcher costs*</b>	Please provide the basic salary, oncosts, indirect, estate and other costs, at 100% fEC. If awarded, all associated PDRA costs will be covered at 80% fEC.
<b>PhD Stipend and PhD Fees*</b>	Please include cost of stipend (fixed value) of £16,062 per year. Please include London weighting if necessary. University fees of up to £4,596 per year can also be requested.
<b>Consumables (including fieldwork)*</b>	Funding for essential consumables may be requested. Funding for essential fieldwork can also be requested.
<b>Other research expenses*</b>	Other expenses may include: <ul style="list-style-type: none"> <li>• access charges of external facilities</li> <li>• animal and plant licence fees</li> <li>• software licenses</li> <li>• Contribution to technical assistance</li> </ul>
<b>Animal purchases</b>	Funding for animal purchases may be requested but should be fully justified.
<b>Animal maintenance</b>	Funding for animal maintenance may be requested but should be fully justified.

<b>Travel*</b>	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. Travel costs for research collaborators may also be claimed.
<b>Equipment*</b>	Funding may be requested for the purchase of specialised equipment (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.  Any equipment costing more than £10,000 will require additional justification and a 50% contribution from the host organisation. Applicants should clarify the VAT position on purchases before seeking a grant.
<b>Indirect costs*</b>	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.  <b>Please ensure that no indexation is added to these costs.</b> This will be added automatically each year of successful awards in line with HM Treasury's GDP deflator.  Please enter these costs at 100% fEC. If awarded, these costs will be provided at 80% fEC.
<b>Directly allocated costs*</b>	The costs of resources that will be used by you that are shared by other research activities. These are funded on the basis of estimates. This cannot include the purchasing and maintenance of animal costs.  <b>Please ensure that no indexation is added to these costs.</b> This will be added automatically each year of successful awards in line with HM Treasury's GDP deflator.  Please enter these costs at 100% fEC. If awarded, these costs will be provided at 80% fEC.
<b>Estates costs*</b>	Please provide details of the estates costs required for the duration of the research fellowship.  These costs may include building and premises costs, basic services and utilities, clerical staff and equipment maintenance or operational costs that have not been included under other cost headings.  Please consult with the appropriate financial administrators to obtain the relevant figure for your host organisation.  Please enter these costs at 100% fEC. If awarded, these costs will be provided at 80% fEC.



<b>Other*</b>	<p>Other directly allocated costs can be requested, calculated on the basis of estimates, with the exception of depreciation costs and charge out costs for major facilities.</p> <p><b>Funding for infrastructure technicians –</b> As part of the directly allocated costs applicants can now request funding for infrastructure technician costs.</p> <p>Any request for other directly allocated costs must be fully justified.</p>
<b>Justification for research expenses*</b>	Please provide full justification for all requested research expenses requested, including for PDRA, any technical support and PhD studentship costs.

<b>Applicant Declaration</b>
<p>By completing this section you are declaring that the information you have provided in your application is true and correct.</p> <p>You are also signing to confirm the following:</p> <ul style="list-style-type: none"> <li>• You have read the Terms and Conditions of Award under which Royal Society grants are awarded and, if a grant offer is made, you agree to abide by them.</li> <li>• You have access to the necessary facilities to enable you to deliver the research proposed, and will continue to have access to the facilities for the duration of the project.</li> <li>• You have agreed with your Head(s) of Department that you will be afforded sufficient time and resources to deliver the research project as described in this application.</li> </ul>

<b>Departmental support</b>	
<b>Head of department *</b>	<p>You should invite the Head of Department Head of School/Dean/Vice Chancellor at your host organisation to provide a statement of support by following the instructions under the <b>participants tab</b> on the application form summary page. Please check that they are able to supply their statement by 15:00 UK time <b>04 July 2022</b>.</p> <p>Please check which email address your Head 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.</p> <p><b>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.</b></p> <p>As Head of Department Head of School/Dean/Vice Chancellor, you should state how the applicant will be supported in focusing on their proposed research, for example by not having competing duties such as teaching or administrative commitments. You will also be expected to provide assurance that the award will provide support for a new post and will be in addition to any existing posts. Additionally, please provide details of the resources that the department will commit to the applicant should the application be successful.</p> <p>It is the responsibility of the applicant to:</p> <ul style="list-style-type: none"> <li>• Inform the Head of Department of the deadline</li> </ul>

	<ul style="list-style-type: none"><li>• 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.</li><li>• Keep track of the progress of Head of Department completion status on the application summary page. The Applicant can issue a <b>reminder</b> email to the Head of Department through the participants tab on the application summary page.</li></ul> <p>If the instruction email from the Royal Society has not been received please:</p> <ol style="list-style-type: none"><li>a) double check the accuracy of the email address supplied on the application form</li><li>b) advise the intended recipient to check their spam filters/junk folders</li><li>c) contact the Royal Society with an alternative email address for the recipient</li></ol> <p>The Royal Society will not be held responsible for automated emails that are not received due to address errors or spam filters.</p>
--	--

## Appendix 1: Application and Review Process

