Royal Society Wolfson Visiting Fellowships 2021 Round 1

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

Contents

Overview

Background

The Royal Society Wolfson Fellowships programme will enable UK Universities and Research Institutions to attract outstanding international researchers to the UK's scientific community, through one of two complementary routes:

1) A five-year Royal Society Wolfson Fellowship, which will focus entirely on recruitment, enabling UK institutions to enhance their offering with a £300,000 fellowship award to international research leaders wishing to relocate to the UK.
2) A new Visiting Fellowship strand, which will allow excellent international researchers a flexible sabbatical period at a UK university or research institution with an award of up to £125,000, to build and develop international collaborations and networks with the host UK university or research institution. Visiting Fellow alumni will also be welcome to apply for longer term support provided by the Royal Society Wolfson Fellowship.

Aims of the Scheme

The Royal Society Wolfson Visiting Fellowships provide an opportunity for outstanding international research leaders from around the world to take a 12 month period of sabbatical leave in a UK university or research institution to foster international collaborative links, enriching scientific research in the host organisation and the wider UK science base. The fellowship can be held full time for 1 year or flexibly over 2 years.

The objectives of the Royal Society Wolfson Visiting Fellowships are to:

- Enable UK Universities and Research Institutions to attract outstanding international researchers in key strategic areas to the UK from overseas.
- Enable the Visiting Fellow and the host UK organisation to develop ongoing collaborative research links, share ideas and practice.

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.

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.

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Value of Funding and Support Provided

Candidates can request up to £125,000. Funding can be used *flexibly* by the Visiting Fellow during the sabbatical period and can cover:

- **Bursary for Visiting Fellows** of up to £80,000 per annum full time (or pro-rated if held part-time), although this could be supplemented at the discretion of the host organisation;
- **Research expenses** including consumables, travel, small pieces of equipment of up to £10,000,

- **Other appropriate and justified costs** (including for travel and subsistence).

If the candidate's salary is already covered by their overseas host organisation, then the Visiting Fellowship funding should not be used to supplement their existing overseas salary. Any overheads associated with the Visiting Fellowship should be covered by the UK host organisation as part of its commitment to the appointment.

Duration and Start of Choose an item

Length of tenure:
Visiting Fellowships can be for 12 months full time or can be spread over a 24 month period, with normally a minimum 3 month visit period).

Fellowships are expected to commence between 1 April 2021 and 31 July 2021.

Number of awards: There will be three rounds per year with approximately 8-11 awards (depending on value of awards) available each year.

Eligibility

Candidates must be nominated by the Vice Chancellor or Institute Director (or their representative, Pro-Vice Chancellor of Research or Departmental Head) from the proposed host institution. The nominator will be required to state what impact the nominated candidate and the resulting international collaboration will have on the proposed field of research, how this fits with the institutional or departmental strategic priorities and commitments made thus far demonstrating the strategic importance of the field to the host institution/department. The Society is keen to attract and encourage the widest range of talented applicants to its fellowship schemes in support of excellence in science. The nomination should also outline the transparent process undertaken by the institution to select the candidate. The institution will also be required to make a commitment concerning what other support (direct or in-kind) it will provide. In instances, where more than one candidate is nominated by the institution in the same round, a strong case against the organisation's strategic priorities must be provided.

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

Applicant Eligibility

The Candidate: This scheme is aimed at exceptional international researchers of all nationalities at the peak of their career as well as those established leading researchers whose career is on a steep upward trajectory. And who wish to undertake a 12 month **sabbatical** period (full-time or flexibly over 24 months) at an eligible UK academic institution. Nominated researchers must have received a firm offer to take effect from the start of the appointment.

The grant cannot be used for researchers wishing to move between UK institutions.

Royal Society Wolfson Visiting Fellows requiring a **visa** to work in the UK are eligible to apply for a **Global Talent Visa** under the fast-track process of endorsement. Other visa categories are available. In line with the highly prestigious nature of the award, the Global Talent visa is designed for people who are recognised as leaders and potential leaders in their field. Further details can be found on the Royal Society's website https://royalsociety.org/global-talent-visa

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.

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

Host Organisation Eligibility

Royal Society Wolfson Visiting Fellowship appointments must be held 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 Royal Society Wolfson Visiting Fellow leaves the host organisation during the tenure of their fellowship award, the grant will be withdrawn with no further funding provided.

Assessment Criteria and Review Process

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 mutual benefit to the host organisation and researcher, including potential to develop ongoing international collaborative links, share ideas and practice.
- 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 for the Royal Society Wolfson Visiting Fellowship candidate including the organisation's commitment to supporting the researcher during the sabbatical period.

Review Process

Applications will be considered by the Royal Society Wolfson Fellowships Panel. The Panel will shortlist applications for further review by at least two independent reviewers recommended by the 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 2021. Limited feedback may subsequently be available on request.

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

Opening date	23 September 2020
Closing Date	25 November 2020
Expected results	March 2021

Future calls:

Round	Opening Dates	Closing Dates (15:00 UK time)	Expected result	Expected Latest Project Start Dates
2021 R1	23 September 2020	25 November 2020	March 2021	Friday, 31 July 2020
2021 R2	January 2021 (TBC)	March 2021 (TBC)	July 2021	Tuesday, 30 November 2021
2021 R3	May 2021 (TBC)	July 2021 (TBC)	November 2021	Thursday, 31 March 2022

References and Participants

To complete and submit the application form, the lead applicant is required to provide supporting statements or references from three individuals (including two nominated personal referees and your Head of Department).

It is the applicant's responsibility to liaise with the UK Host Organisation's Approver, the Heads of Department, and the nominated referees 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, the Heads of Department, and the nominated referees 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.

The primary consideration is that they are able to comment independently and authoritatively on your application (i.e. someone in your field, who is as independent a researcher as possible from the applicant/co-applicant). You do not need to know them personally, but you should make sure they are able to provide a reference before adding them to your application.

The guidelines for choosing a nominated referee are as follows:
- The primary consideration is that they are able to comment independently and authoritatively on your application (i.e. someone in your field, who is as independent a researcher as possible from the applicant/co-applicant). You do not need to know them personally, but you should make sure they are able to provide a reference before adding them to your application.
- At least one nominated referee must be based in the UK.
- It is requested that one referee be nominated by the Applicant and one by the Co-applicant.
- Nominated referees from the same institution as the Applicant or Co-applicant will not be accepted.
- Nominated references from the Applicant's former/current supervisor (including PhD supervisor) will not be accepted.
- The referee must not be a member on the assessment panel for this programme or a member of the Royal Society's Council.
- References must be submitted in English. If a reference is not submitted in English, it will not be accepted and may render the application ineligible. No two references can be from the same person. If this is the case, then it may make the application ineligible.

It is recommended that referring and supporting participants fulfil their requirements **at least 5 working days** before the submission deadline (Wednesday, 25 November 2020) to ensure there is sufficient time for organisational approval. The UK Host Organisation approver must approve the completed application by the submission deadline.

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'.

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 seniorfellowships@royalsociety.org or call +44 (0) 207 4512263.

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

Use of Data

Please note that information regarding your application for the Royal Society 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.

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:

1. Eligibility criteria
2. Contact details
3. Applicant career summary
4. Research Proposal
5. Use of Animals in research
6. Use of Human patients or tissue
7. Financial details
8. Applicant declaration
9. Head of Department support

10. Nominated referee (1)
11. Nominated referee (2)

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 <u>AND have submitted</u> their section. The Lead applicant must check the status of the nominated referees and Head of Department under the 'Participants' tab on the summary page of the application form. **Applications submitted after the deadline will <u>not</u> 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 (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).

Head of Department Contact Details	
Full Name including Title*	Please enter your full name and title

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Current Position*	Please state the title of your current position
Department*	Enter details of your current department name (e.g. Department of Astrophysics)
Host Organisation*	Enter your current university's name
Email Address*	Please state your email address

Nominee Contact Details	
Full Name including Title*	Please enter your nominee's full name and title
Current Position*	Please state the title of your nominee's current position
Department*	Enter details of your nominee's current department name (e.g. Department of Astrophysics)
Current Host Organisation*	Enter your nominee's current host organisation's name
Country*	Enter your nominee's current country of residence
Email Address*	Please state your nominee's email address

Case for support	
Statement of Support*	Please provide a confidential statement, commenting on the suitability of the nominated applicant and the merit of the proposed research project. Please elaborate on the need for this award, indicating what difference it would make for the nominated applicant and the host department to undertake a sabbatical at your organisation. Please expand on whether an offer has been made/accepted. Please state how the nominated applicant's research falls within the strategy of the department, detail commitments made by the organisation to evidence the strategic importance of the research field and list any further actions taken from the university/department in order to attract 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).
Head of Department Support*	Please confirm whether the applicant will be provided with adequate space and access to resources within your department.

Stage two – to be completed by the nominated applicant.

Summary	
Summary Table	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, the approximate length of time it will take to complete each section, and the number of participants required to participate in completion of your application from. Participants can be invited from the participant 'tab' which can be located just above the **page summary** header.

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	Note: 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 (including financial details and Vice Chancellor's/Director's supporting letter) and two nominated references. Please invite them to your application at the beginning of your application.

Eligibility Criteria	
Eligibility Criteria*	Confirm that you meet the eligibility criteria. Details of the eligibility criteria can be found on page 2.

Applicant Personal Details	
Title, Names, address, organisation and country*	Review and complete your ***personal details*** accurately. Errors in this section can cause difficulties in processing your application. The address must be of the **organisation** at which you are based. **Note:** correspondence in connection with this application will be sent to the applicant.
Email address*	In the case of the lead applicant 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.

Applicant Career Summary	
Title of Current position*	State the title of your current position. *(20 words max.).*
Current Employer*	Enter the official organisation name of your current employer (this should be the current overseas host organisation).
Current Department *	Enter details of your current department name (e.g. Department of Astrophysics). (for recruitment cases, this should be the current overseas department)
Contract Type*	Please select from the dropdown menu the type of contract you currently hold.
Source of Salary*	Please select from the dropdown menu the source of funding for your post
Current Position Start date*	Please complete the date in dd/mm/yyyy format. Please state your expected start date.
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. Please complete the date in dd/mm/yyyy format.
Field of Specialisation*	Enter details of your field(s) of specialisation. *(20 words max.).*
Subject Group*	Select the subject group/area(s) that most closely reflects **your area of research** from the drop-down menu and tick box options.
Personal statement*	Please provide a personal statement about your qualifications, research career to date and aspirations in the long term, including how this Fellowship will enable you to achieve such goals. Please ensure that it includes information about your achievements in making your research more accessible to non-specialist audiences. (*500 words max.*).
Applicant Career History*	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.

	Note: if you have an existing ORCID identifier, you can retrieve your career history from your profile to complete this section of the application form.
List your key and/ or relevant publications*	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. **Note:** if you have an existing ORCID identifier, you can retrieve your key publications from your profile to complete this section of the application form.
Applicant Research Funding *	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.
Supporting Documents*	Please upload any documents (PDF), that you feel may support this application. Please upload relevant documents that provide evidence to support the case, such as supporting statement form the Visiting Fellow's current Head of Department or equivalent. Uploaded documents should be in English. Please note that the Panel will consider these documents during their assessment of your case.

Research Proposal	
Project Title*	Give the full title of your proposed project. *(20 words max).*
Host Organisation*	Please select the organisation where the award will be held from the drop down list.
Host Department*	Please provide the name of the proposed department at your host organisation.
Start Date*	Please complete the start date in dd/mm/yyyy format. Awards should normally commence by 31 July 2021.
Subject group and Subject 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.
Lay Summary*	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. *(250 words maximum)*
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** 1,000 words or PDF upload. **If uploading a PDF file please note it must be** up to 2 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 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.

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?

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

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.

Financial Details (Please note this is to be completed by either the Vice Chancellor/Director or Head of Department of the UK host organisation)	
Proposed Budget*	Please provide a summary of your requested budget in the table provided. A maximum of £125,000 can be awarded of which the following can be requested:
Bursary for Visiting Fellows*	A salary contribution of up to £80,000 per annum full time for the duration of the sabbatical can be requested (as part of the £125,000 funding available). This bursary can be supplemented at the discretion of the host organisation. It is the responsibility of the host organisation to pay national insurance and pension contributions.
Research expenses*	In addition to the bursary, the remaining funds can be used flexibly by the Visiting Fellow to cover relevant research expenses such as consumables, travel, small pieces of equipment up to £10,000, animal purchases, animal maintenance.
Other research expenses*	Other justifiable expenses may include: • access charges of external facilities • animal and plant licence fees • software licenses • up to £2000 to cover stipend for undergraduates to undertake short research projects over summer period;
Justification of research expenses*	Please provide justification for the research expenses requested and indicate if the level requested will differ in later financial years of the award (if relevant).

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.

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Applicant Head of Department Support*

Please provide a confidential statement, commenting on the suitability of the nominated applicant for this fellowship, this should include:

a) 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,

b) what impact the nominated candidate and the international collaboration that will be developed, will have on the science, the department and wider UK science base

c) 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 attract the nominated applicant.

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. Please outline the selection process undertaken by your institution/department which led to the candidate's nomination. The Panel will take all of the information provided in your statement 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 be required to upload the support letter from the Vice Chancellor/Director (mandatory requirement).

Additionally, you will be requested to complete the '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.

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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:
  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.

Appendix 1: Application and Review Process

ROUND OPENS

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

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

→ Rejection

Applicant invited to submit a full application

STAGE 2 (Applicant)

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, 25 November 2020**

→ Non-submissions: Rejection

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

→ Rejection

Application enters selection process

→ Rejection

AWARDED