University Research Fellowships 2021

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

Contents

Overview ................................................................. 2
   Background .................................................................. 2
   Aims of the Scheme .................................................. 2
   Subjects Covered ...................................................... 2
   Value of Funding and Support Provided ........................... 2
   Duration and Start of Fellowship .................................. 3

Eligibility ...................................................................... 5
   Applicant Eligibility .................................................. 5
   Host Organisation Eligibility ...................................... 6

Assessment Criteria and Review Process .............................. 6
   Assessment Criteria .................................................. 6
   Review Process ......................................................... 7

Timetable ...................................................................... 7

References and Participants .................................................. 7

Contact information .......................................................... 9

Use of Data ................................................................... 9

System Guidance Notes .................................................... 10
   Using Flexi-Grant ® ................................................... 10
   ORCID Identifier ....................................................... 10
   Completing the application form .................................... 10

Application Guidance Notes .................................................. 12

Application Approvals .......................................................... 12

Question Guidance ............................................................. 12
Overview

Background

The Royal Society introduced the University Research Fellowship (URF) scheme in 1983 to support the most promising early career postdoctoral scientists to build independent research careers and give them the freedom to pursue innovative and often transformative scientific research.

Aims of the Scheme

The University Research Fellowship (URF) programme aims to support the next generation of research leaders undertaking cutting-edge research. Those appointed are therefore expected to be very strong candidates for permanent posts in universities at the end of their fellowships.

The objectives of the URF programme are to enable outstanding early career scientists with the potential to become leaders in their field to:

- Build an independent research career at a UK university or research institution.
- Give them the freedom, time and long-term flexible support to pursue high-quality and innovative lines of scientific research.
- Develop as research leaders by offering tailored high-quality professional development, networking and engagement opportunities.

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. Applications in the biomedical sciences area should be submitted via The Royal Society and Wellcome Trust Sir Henry Dale Fellowship Scheme Please note the Sir Henry Dale Fellowship is administered by the Wellcome Trust and it’s scientific remit including basic biomedical science are considered within the ‘biomedical sciences’ remit for the scheme. Potential applicants can check the Wellcome Trust’s scientific remit by consulting the Expert Review Group list under the Advisory Committees section at wellcome.ac.uk/about-us/governance. Please contact us before submitting a URF application if you need clarification on the remit of your proposed research.

If there is any doubt about the eligibility of a project, contact the Grants team.

Value of Funding and Support Provided

Funding will consist of:

Research Fellow’s salary - The Society will cover 80% of the research fellow’s salary costs, directly allocated costs (including estate costs) and indirect costs under the full economic costing model. URFs are expected to establish their independent research career and as such, the basic salary requested should be at a level commensurate with your skills, responsibilities, expertise and experience. It is expected that the
requested basic salary for the first year will be comparable to academic staff at an equivalent career stage such as an early stage lecturer; up to a maximum of £41,000 per annum.

An annual spine point increase of 3% may be applied to the basic salary and oncosts. The Society will apply an inflationary increase to the salary, indirect and estates costs of successful awards, which will be determined by the HM Treasury GDP deflator. Should the university wish to supplement the basic salary provided by the Society it is free to do so at its own discretion.

The University Research Fellowship is highly flexible. It can be held part-time (0.6 FTE) and sabbaticals and secondments can be accommodated. There is also provision for maternity, paternity, shared parental leave, adoptive or extended sick leave (royalsociety.org/leave-policy).

**Research expenses** - contribution to research expenses (£13,000 in year one and £11,000 thereafter).

- **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.

- **Public engagement**
  Research fellows may request up to £1,000 per year to support their public engagement activities.

- **Training**
  In addition, research fellows may use up to £5,000 for their own technical training and career/professional development e.g. professional coaching. As well as training for any staff and students supported on this grant.

**Potential enhanced level of research support**
The Society currently does not yet have confirmed additional funding to offer enhanced level of research expenses within the new fellowship applications. In the event that additional funding is made available, The Society may run a further application process to enable either shortlisted candidates for interview or newly appointed research fellows to apply for additional research funding that would support the delivery of your proposed fellowship research.

**Duration and Start of Fellowship**

Fellowships are expected to commence by October 2021.

Initially funding is provided for five years, with the opportunity to renew the fellowship for a further 3 years subject to satisfactory progress.
Up to 30 awards will be offered, with the potential for an additional 8 awards subject to availability of funding.
Eligibility

**Applicant Eligibility**

This scheme is open to:

- early career, postdoctoral researchers with between three to eight years of actual research experience since their PhD (i.e. date on which the degree was approved by the board of graduate studies) by the closing date of the round. Career breaks will be taken into consideration (see below for more details). And who are ready to lead their own independent research programme.

- applicants of all nationalities.

Note, University Research 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 a University Research Fellowship, 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 [www.royalsociety.org/global-talent-visa](http://www.royalsociety.org/global-talent-visa).

Following consultation with Government we do not anticipate that the terms of the Society's grant will change as a result of the UK’s decision to leave the EU. The Society will continue to fund non-UK EU nationals who are eligible to work in the UK, through Royal Society grants or Fellowships in UK universities.

This scheme is not for researchers that:

- hold a permanent post (or rolling contract of employment) in a university or not for profit research organisation.

- hold or previously have held a nationally competitive fellowship to establish an independent research group and therefore independent researcher status (such as but not limited to the applicant being able to submit research grants as a PI or be registered as the primary supervisor of a PhD student). For example, STFC Rutherford Fellowship, NERC Independent Research Fellowship, EPSRC Early Career Fellowship or BBSRC David Phillips Fellowship. ([Note holders of postdoctoral training fellowships such as the Marie Skłodowska-Curie Actions can apply. Royal Society Dorothy Hodgkin Fellows who meet with the research experience eligibility requirements outlined above can also apply](http://www.royalsociety.org/global-talent-visa)).

The Society recognises that there are diverse research career paths, as well as the challenges of managing a research career alongside other personal commitments. When reviewing applicants' eligibility and research experience, The Society will take into consideration time spent outside of 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).

Furthermore, where applicants have taken formal periods of maternity, paternity shared parental and adoptive leave as the primary carer (either the mother, father, partner or adopter), or extended sick leave, the Society will allow on top of each period of leave an additional amount of time when assessing eligibility. Each case will be considered individually as per guidelines below:

**Maternity, paternity, shared parental leave and adoptive leave:**
On top of the actual time taken off work, an additional amount of time equivalent to the 100% taken will be added on top, for up to 6 months.

- Example 1: If an applicant took 4 months leave, additional 4 months would be added and a total of 8 months would be deducted.
- Example 2: If an applicant took 18 months leave, additional 6 months would be added (maximum additional time allowed) and a total of 24 months would be deducted.

**Extended sick leave** (defined as more than four weeks off work, as per UK Government’s definition):
On top of the actual time taken off work, an additional amount of time equivalent to the 100% taken will be added on top, for up to 6 months.

In some instances, the employing institution may need to confirm that the applicant qualifies for this provision. Supporting documents may be requested for individual cases at the Society’s discretion. The Society reserves the right to consider individual requests outside of the outlined policy in exceptional circumstances.

**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, or for any other part of the application process, please contact the Grants team on [urf@royalsociety.org](mailto:urf@royalsociety.org) or +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 problems

The Society is committed to increasing diversity in STEM and will do everything it can to promote and encourage diversity. For example we regularly review and revise processes to ensure that all talented applicants have an equal chance to succeed. This includes ensuring all panel members are briefed on *unconscious bias* in decision making as part of our assessment process.

We are keen to attract and encourage more talented researchers from underrepresented groups to apply to for a University Research Fellowship. The **Grants team** will be pleased to answer questions about eligibility and/or points covered in this section.

**Host Organisation Eligibility**
Fellowships must be held in a UK University or not-for-profit research organisation (including Research Council Institutes).

Candidates are not required to move institutions for the proposed Fellowship, however those wishing to remain at their current organisation should clearly explain their planned route to independence and reasons for staying.

Successful applicants are expected to be strong candidates for permanent posts in institutions at the end of their fellowships. Therefore, the application period may be an opportunity to begin initial discussions with your proposed host department regarding your future and the resources that they will commit to you, should your application be successful. Due to the complex nature of these conversations, we cannot provide bespoke advice.

**Assessment Criteria and Review Process**

**Assessment Criteria**
• The scientific track record of the applicant commensurate with research experience: past achievements, research career to date, publication record, likely contribution to research field, future potential to become a research leader.

• The suitability of host institution including appropriate expertise/equipment and research environment. Support for career development

• The scientific merit, originality, significance and quality of proposed research project and likelihood of achieving goals.

**Review Process**

Applications are assessed by the Research Appointments Panels; which are split by subject group into one Biological Sciences Panel and three Physical Sciences Panels. The Panel membership is likely to include Fellows of the Royal Society and Members of the Royal Irish Academy.

Your application will automatically be allocated to a Panel based on the subject group you select. All proposals submitted are initially reviewed and assessed by two members of the selection Panel who have the most appropriate scientific expertise. Following initial assessment, a shortlist is drawn up, with shortlisted proposals subject to high quality peer review. Following completion of independent peer review, proposals are re-assessed by the two Panel members assigned to the proposal, and a final shortlist for interview is drawn up with oversight by the Chair. If successful at this stage, you will be notified about your interview in March. Interviews are normally held in April. All applicants will normally be notified of the outcome of their application by the end of May.

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**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening date</td>
<td>Tuesday, 14 July 2020</td>
</tr>
<tr>
<td>Closing Date</td>
<td>Thursday, 03 September 2020, 3:00 PM (UK Time)</td>
</tr>
<tr>
<td>Interviews for shortlisted applicants</td>
<td>Week commencing Tuesday, 06 April 2021</td>
</tr>
<tr>
<td>Expected results</td>
<td>May 2021</td>
</tr>
</tbody>
</table>

**References and Participants**

To complete and submit the application form, the lead applicant is required to provide supporting statements or references from up to three individuals (including the Head of Department at the Host Organisation, and two nominated referees). The following individuals must be included:

• Head of Department
• Two nominated Referees

It is the applicant’s responsibility to liaise with the nominated referees, the UK Host Organisation’s Approver, the Heads of Department to ensure that the required tasks are completed by the deadline. Please contact the Royal Society before the deadline if there is any issue. Alternatively, the UK Host Organisation’s Approver, 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.

It is recommended that referring and supporting participants fulfil their requirements at least 5 working days before the submission deadline (Thursday, 03 September 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 urf@royalsociety.org or call +4420 7451 2666.

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

Use of Data

Please note that information regarding your application for University Research Fellowship may be shared with the Department of Business, Energy and Industrial Strategy (BEIS) Royal Society and Science Foundation Ireland 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, Science Foundation Ireland 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 applying to University Research Fellowship should submit an ORCID (Open Researcher and Contributor ID) identifier if they have one before their application is submitted. ORCID maintains a registry of unique researcher identifiers and a transparent method of linking research funding, research publications, research data and any other research outputs to these unique identifiers. This is a mandatory requirement at the application submission stage only. You can register for an ORCID identifier via https://orcid.org/register.

**Completing the application form**

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

**Summary**

Eligibility Criteria
Applicant Personal Details
Applicant Career Summary
Research Proposal
Use of Animals in Research
Financial Details
Applicant Declaration
Head of Department Support
Nominated Reference Support
Please note that questions with * are mandatory fields, which is typically the majority of questions. You will only be able to submit your application for approval by the Host Organisation once all sections of the application form have been marked as complete, and your participants have marked their work as complete (please check the status of participants under the participants tab on the application form summary page). Late applications will not be accepted.

A full list of question fields to be completed as part of the application can be found in the Question Guidance in ‘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 Fellowship. 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 University Research Fellowship 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 participants under the ‘Participants’ tab on the summary page of the application form. Applications submitted after the deadline will not be accepted.

Please bear in mind it is the responsibility of the applicant(s) to:

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

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.

Summary
The summary page of the application form provides instructions for submission of your application for approval from the **UK Host Organisation**. In addition, you are provided with an overview for each section of your application form, including the approximate length of time it will take to complete each section.

The summary page also allows applicants to manage and invite participants (e.g. Head of Department and two Nominated Referees etc) who are required to contribute to the application form. Instructions for inviting participants can be found under the ‘participants’ tab on the application summary page.

**Note:** you will only be able to submit your application for approval by the Host Organisation once all sections of the form have been completed.

### Eligibility Criteria

<table>
<thead>
<tr>
<th>Eligibility Criteria *</th>
<th>Please provide confirmation that you meet the eligibility criteria.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Details of the eligibility criteria can be found in the ‘Eligibility’ Section of these Scheme Notes.</td>
</tr>
</tbody>
</table>

### Contact Details

<table>
<thead>
<tr>
<th>Title, Names, address, organisation and country *</th>
<th>Review and complete your <strong>personal details</strong> accurately. Errors in this section can cause difficulties in processing your application. Errors will not be corrected after submission.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under this section, you should edit the of <strong>contact type</strong> 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’.</td>
<td></td>
</tr>
</tbody>
</table>

**Organisation:** this table will automatically display details of the intended Host Organisation (marked by a tick) which you selected previously and your current organisation, if different from the organisation where the award will be held and administered.

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

### Applicant Career Summary

<table>
<thead>
<tr>
<th>Full name *</th>
<th>Please enter your full name, including title.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of Current Position *</td>
<td>Please state the title of your current position.</td>
</tr>
<tr>
<td>Current Employer *</td>
<td>Please enter the official organisation name of your current employer (e.g. University of Bath).</td>
</tr>
<tr>
<td>Current Department *</td>
<td>Please enter details of your current department (e.g. Department of Astrophysics).</td>
</tr>
<tr>
<td><strong>Country/Territory</strong> *</td>
<td>Please select the country/territory where your current employer (or last employer if currently unemployed or on leave) is based.</td>
</tr>
<tr>
<td>------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Current Position Start Date</strong> *</td>
<td>Please enter the date when your current position started.</td>
</tr>
<tr>
<td><strong>Current Position End Date</strong> *</td>
<td>Please enter the date when your current position is expected to finish.</td>
</tr>
<tr>
<td><strong>Field of Specialisation</strong> *</td>
<td>Enter details of your field(s) of specialisation. (Maximum 20 words)</td>
</tr>
<tr>
<td><strong>Summary of Your Current Research</strong> *</td>
<td>Provide an outline summary of your current research. Please also include a brief comment on the strength of your organisation. (Maximum 200 words)</td>
</tr>
<tr>
<td><strong>PhD Award Date</strong> *</td>
<td>Please enter the date that you were awarded your PhD. If you have not received your PhD, please enter your expected completion date.</td>
</tr>
<tr>
<td><strong>PhD Institution</strong> *</td>
<td>State the name of the institution where you were awarded your PhD.</td>
</tr>
<tr>
<td><strong>PhD Country/Territory</strong> *</td>
<td>State the country/territory in which you were awarded or will be awarded your PhD. (Lead applicant only)</td>
</tr>
<tr>
<td><strong>Personal Statement</strong> *</td>
<td>Please provide a personal statement about your research career to date including research-related contributions, prizes and achievements and your career and research aspirations in the long term. You should state why the aims of this fellowship will be beneficial to you at this stage in your career, how you intend to build your independent research career and how the fellowship will help you to reach your goals. Please note that you may use the personal statement to provide details of additional activities you have undertaken to demonstrate your contribution to the wider scientific endeavour (e.g. conferences, patents, workshops, public engagement activities, etc)</td>
</tr>
<tr>
<td><strong>Applicant Career History</strong> *</td>
<td>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. 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>Please provide full details of any periods of part-time working, career breaks, extended sick leave or maternity/paternity/adoptive leave as your eligibility may depend on the accuracy of this information. Please provide dates in the format of dd/mm/yyyy (days may be omitted if unknown). You are not required to include prizes and achievements in this section; this can be included in the Personal Statement field.</strong></td>
</tr>
</tbody>
</table>

**Note:** You can retrieve your career history information from your profile to complete this section of the application form using your ORCID identifier.

**Impact of Covid -19** The Society appreciates that the impact of the coronavirus pandemic on researchers and their work will be varied. Please provide a summary of how the pandemic has affected your research activities.
<table>
<thead>
<tr>
<th>Section</th>
<th>Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Qualifications *</td>
<td>Please list all your qualifications 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.</td>
</tr>
<tr>
<td><strong>Note:</strong> You can retrieve your qualification information from your profile to complete this section of the application form using your ORCID identifier.</td>
<td></td>
</tr>
<tr>
<td>List your Key and/or Relevant Publications *</td>
<td>Please provide details of authors, titles and references of your best publications (up to 20) in refereed journals, in reverse chronological order. You should choose not only the best but also those most relevant to the application to support your case. Please note that publications will be reviewed on the basis of scientific content, rather than publication metrics or the identity of the journal. Of these please identify with asterisks (*) up to five publications which you consider to be most significant. If appropriate, give the publisher or URL, including any password, where each publication may be obtained. Your list should have two sections: (i) refereed papers in primary journals, (ii) contributions to symposia and compiled volumes (refereed only). You can also include details of relevant pre-prints. Citations to preprints must state “Preprint”, the repository name and the article's persistent identifier (e.g. DOI). For publications arising from large collaborative programmes clearly specify the exact role and contribution made towards large collaborative research programmes that have resulted in multi-authored publications. If your field of research differs in any way from normal conventions, e.g. lead author, first author, and publications in journals being the main gauge of success, please provide a brief explanation at the top of your publication list. <strong>Note:</strong> You can retrieve your full publications from your profile to complete this section of the application form using your ORCID identifier.</td>
</tr>
<tr>
<td>Applicant Research Funding *</td>
<td>Please list all your current and previous research funding in reverse chronological order.</td>
</tr>
</tbody>
</table>

**Plain text only 500 words**
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.

Please give particulars (Type of award, value and title of research) and if relevant confirm if these would continue if you are successful in securing this fellowship. Please note here pending parallel fellowship applications and when you expect to be given a decision.

**Note**: You can retrieve your information from your profile to complete this section of the application form using your ORCID identifier.
<table>
<thead>
<tr>
<th><strong>Research Proposal</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Title</strong></td>
</tr>
<tr>
<td><strong>Keywords</strong></td>
</tr>
<tr>
<td><strong>Subject Group</strong></td>
</tr>
<tr>
<td><strong>Subject Area</strong></td>
</tr>
</tbody>
</table>
| **Abstract**          | 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.  
**Plain text only** Maximum of 400 words |
| **Lay Summary**       | Please provide a lay summary of your proposed project. This should be understandable by a lay person. You should 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 relevant please also explain the potential impact or wider benefits to society of your research.  
**Plain text only** Maximum of 250 words |
| **Research Proposal** | Please describe the nature of your proposed research including aims and a brief plan of the investigation. You should include a description of the experimental methods and techniques you will be using, together with an indication of milestones/time-scales for the various components.  
Please also bear in mind that, although it is intended that your application will be viewed mostly on screen, there may be occasions when your application has to be photocopied in black and white. Consequently, illustrations and photographs with fine detail or in colour are best avoided.  
**PDF file** Three sides of A4 only, in portrait orientation. If the page length is exceeded the text will be truncated by the Society. Please do not use a text size smaller than Arial 10 and make sure the document is titled.  
When uploading PDFs, add your name and a heading to the top of every page. Please ensure that there are no security settings activated on uploaded PDFs and avoid uploading documents containing illustrations with fine details or colour, as this can cause problems when creating a PDF of the application. Please note we will only print applications in black and white.  
**Plain text only** Maximum 1500 words |

When entering plain text, avoid using symbols as some may not be accepted by Flexi-Grant®. You should generate a PDF of your application (by choosing ‘print’ on the form) to check that the application appears as you want it to.
<table>
<thead>
<tr>
<th><strong>Named collaborators</strong>&lt;sup&gt;*&lt;/sup&gt;</th>
<th>If you have named collaborators in your research proposal please provide letters of support.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Host Organisation</strong>&lt;sup&gt;*&lt;/sup&gt;</td>
<td>Please select the organisation where the award will be held from the drop down list.</td>
</tr>
<tr>
<td><strong>Host Department</strong>&lt;sup&gt;*&lt;/sup&gt;</td>
<td>Please provide the name of the proposed department at your host organisation where you will hold the fellowship. Please enter the official name (e.g. School of Chemistry rather than Chemistry)</td>
</tr>
<tr>
<td><strong>Justification for Choice of Host Organisation</strong>&lt;sup&gt;*&lt;/sup&gt;</td>
<td>Please provide a short statement justifying your choice of host institution (i.e. why is it best suited for your research and career?).</td>
</tr>
</tbody>
</table>

### Data Management and Data Sharing

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

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

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

<table>
<thead>
<tr>
<th><strong>Outline of data management and data sharing plan</strong>&lt;sup&gt;*&lt;/sup&gt;</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. (Maximum 200 words.)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Overseas Field Research</strong>&lt;sup&gt;*&lt;/sup&gt;</td>
<td>Please provide all details of any proposed fieldwork to be carried out outside the UK. Please ensure you provide details of location, duration and justification for the fieldwork.</td>
</tr>
</tbody>
</table>
| Overseas Field Research (Upload only) | Please upload documents related to the following (if applicable):
1. Permission
Any mandatory documents that show local support has been assured by way of permission from the government concerned to travel to and work in the country.
2. Collection of specimens
Any mandatory documents that show:
- Specific permission has been obtained from the host country to collect and to export specimens and material
- The director of the museum or other decision makers where these specimens will be deposited has indicated his/her desire or willingness to have such specimens and material. |

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

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

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

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

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

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

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

### General information

The Royal Society will fund 80% of the fellow’s salary, directly allocated, indirect costs under the full economic costs model (fEC). Research expenses will be funded at 100% (subject to restrictions outlined below).

Applicants must consult with the appropriate financial administrators before completing these details.

**When completing the budget table in Flexi-Grant® please ensure to provide 100% values.**

Please provide details of the funding required for each year of the research fellowship under the relevant headings. Note that year 1 = first year of fellowship from 1 October 2021.

**Please ensure that no indexation is added to these costs.**

### Directly incurred costs*

These are costs that can be explicitly identifiable as arising from the research fellowship. The university must have an auditable record for these costs.

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic salary</td>
<td>State your required basic salary for each year of the research fellowship, the maximum that can be requested in the first year is £41,000</td>
</tr>
<tr>
<td></td>
<td>The aim of the Fellowship is to support researchers establishing their independent research career. It is therefore expected that research fellows will be placed at the appropriate salary grade comparable to those of early career lecturers for example. The starting salary should be at a level commensurate with your skills, responsibilities, expertise and experience. It is expected that requested salaries will be comparable to academic staff at equivalent career stage such as an early stage lecturer salary scale points. The Society reserves the right to provide support at a different level if it is considered appropriate.</td>
</tr>
<tr>
<td>London Allowance</td>
<td>Where appropriate, and if not included in basic salary, please give details of any London weighting allowance.</td>
</tr>
<tr>
<td>On costs*</td>
<td>Please indicate the funding required for employer's oncosts e.g. employer’s National Insurance contributions and employer’s pension contributions. Please note that apprenticeship levy costs are ineligible.</td>
</tr>
<tr>
<td>Research expenses*</td>
<td>Contribution to research expenses: £13,000 in year one and £11,000 thereafter. In addition to:</td>
</tr>
<tr>
<td></td>
<td>- Funding for essential consumables may be requested.</td>
</tr>
</tbody>
</table>
| Other research expenses | Other expenses may include:  
  - field trip expenses (including fieldwork fees/informants)  
  - Access charges of external facilities  
  - Animal and plant licence fees  
  - Software licenses  
  - Contribution to technical training costs for the fellow and team supported on the grant. Also up to £5,000 towards their own career/professional development.  
  - Up to £1000/year to support public engagement activity. Ideally this could link to your research, involve specific public groups from outside your... |
organisation and aim to produce benefits for both you and the participants.

- Travel costs for attending Royal Society Training & Development Opportunities; the cost of courses, accommodation and catering is covered by the Royal Society, you only need to include the cost of your travel to the opportunities you want to take up. Training and Development Opportunities

You will also be able to use your fellowship research budget to cover visa and work permit costs for yourself and your dependants (e.g. partner and children). Please note if successful you will be able to claim relocation costs as a contribution towards the costs of returning to the UK from abroad.

Funding for undergraduate summer studentships (a stipend of up to £2000) can be requested, with normally a maximum of 2 studentships for the whole duration of the Fellowship.

Please note that costs associated with open access publications cannot be requested. Royal Society Research Fellows submitting manuscripts to Royal Society journals will currently not need to pay article processing charges.

A full breakdown of animal costs must also be provided (see below).

Any request for other expenses must be fully justified.

<table>
<thead>
<tr>
<th>Animal purchases</th>
<th>Funding for animal purchases may be requested but should be fully justified in section 5 of the application form.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal maintenance</td>
<td>Funding for animal maintenance may be requested but should be fully justified in section 5 of the application form.</td>
</tr>
<tr>
<td>Travel*</td>
<td>Travel costs 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 costs for research collaborators may also be claimed.</td>
</tr>
<tr>
<td>Equipment*</td>
<td>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. 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.</td>
</tr>
<tr>
<td>Indirect costs*</td>
<td>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.</td>
</tr>
</tbody>
</table>
Please ensure that no indexation is added to these costs. This will be added automatically each year of successful awards in line with HM Treasury’s GDP deflator.

**Directly allocated costs**

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.

Please ensure that no indexation is added to these costs. This will be added automatically each year of successful awards in line with HM Treasury’s GDP deflator.

**Estates costs**

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.

**Other**

Other directly allocated costs can be requested, calculated on the basis of estimates, depreciation costs and charge out costs for major facilities.

Any request for other directly allocated costs must be fully justified.

**Funding for infrastructure technicians**

As part of the directly allocated costs applicants can now request funding for infrastructure technician costs.

Please fully justify all requested costs for *research expenses* by referring to each budget heading. Funding will not be awarded without justification. **Plain text only.**

**Applicant Declaration**

Please declare that:

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

You should invite two referees who can provide confidential references for your application, by following the instructions under the 'Participants' tab on the application form summary page. Please check with them that they are happy to provide the references and inform them that they will be contacted by email and asked to provide references via the Flexi-Grant® system by Thursday, 03 September 2020 15:00 BST.

You will not be able to submit your application for approval from your institution until the references have been completed.

At least one referee should be someone who has worked closely with you, but the other must be external to your current research group. You should not choose both referees from your proposed host organisation, and if possible, one should be an international referee. Your named Head of Department cannot be listed as a referee.

Institutional and Departmental Support *

Insert Scheme specific guidance

Head of department *

Please You should invite the Head of Department at your host organisation to provide a statement of support by following the instructions under the participants tab on the application form summary page. Please check that they are able to supply their statement in advance of 15:00 BST 3 September 2020. You will not be able to submit your application for approval from your institution until the references have been completed.

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.

The Head of Department is expected to detail your suitability for the department and also set out their intentions for your career progression at the host organisation.

Diversity Monitoring

The Royal Society is committed to promoting diversity in UK science, technology, engineering, mathematics, and medicine (STEMM) by seeking to increase participation from under-represented groups. Please help us to monitor how effectively we are doing this by providing the requested information. All questions are mandatory. The information provided will form a confidential statistical record in accordance with the General Data Protection Regulation (GDPR) and will not be used for any purpose other than analysis of the Society’s activities.
This information will be kept separately from the rest of your application and will not be seen by those involved in the selection process, including referees etc.

You must either complete the form or tick the boxes stating that you ‘prefer not to say’. If you do not select a box for each question, the system will regard your application as incomplete and will not allow you to submit it.

*Please note, that where an application contains applicant and co-applicant(s) details, all applicants will be expected to complete the diversity monitoring form.*

*The lead applicant and co-applicant(s) are restricted to completing and viewing the diversity monitoring form that is relevant to them as individuals. You are not permitted to view the information provided by the other under this section of the application.*
1. Appendix 1: Application and Review Process

ROUND OPENS

Applicants fill in form online via Flexi-Grant®

Head of Department and Nominated Referees submit their support via Flexi-Grant®

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

ROUND CLOSES
Final submission to the Royal Society by deadline 3 September 2020 15:00GMT

Application is checked for eligibility

Rejection

Rejection

Application enters selection process

Shortlisted candidates invited to interview