

# Royal Society Wolfson Fellowships 2025 Round 1

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

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# 1 Overview

## 1.1 Background

The Royal Society Wolfson Fellowships programme will enable UK Universities and Research Institutions to attract talented 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 [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.

## 1.2 Aims of the Scheme

The Royal Society Wolfson Fellowships will enable UK Universities and not-for-profit Research Institutions to attract and recruit internationally leading researchers (and their teams) to their organisation. The objectives of the Royal Society Wolfson Fellowships are to:

- Enable UK Universities and Research Institutions to strategically recruit and attract talented research leaders to the UK from overseas by offering long-term support and flexible funding to conduct high-quality research, and
- Strengthen research and help build a critical mass of excellence in the UK's best University departments and Research Institutions in fields considered to be strategically important by the institution.

## 1.3 Subjects Covered

Research must be within the Royal Society's remit of natural sciences, which includes but is not limited to biological research, chemistry, engineering, mathematics and physics. For a full list, please see [our guidance page](#).

Submissions from clinically qualified scientists may be considered. The Society does not support clinical or interventional research on humans at the individual or group level, social sciences or humanities, unless otherwise stated.

If there is any doubt about the eligibility of a project, contact the Grants team via [seniorfellowships@royalsociety.org](mailto:seniorfellowships@royalsociety.org).

## 1.4 Duration and Start of Fellowship

**Length of tenure:** Royal Society Wolfson Fellowships are for up to five years.

Fellowships are expected to commence between 1 July and 31 December 2025.

**Number of awards:** up to 3 awards per round.

## 2 Timetable

Opening date	Wednesday 11th September 2024
Closing Date	Wednesday 6 <sup>th</sup> November 2024, 15:00hrs UK Time
Expected results	March 2025

## 3 Finance

### 3.1 Total Funding Available

Candidates can apply for up to £300,000, excluding visa and relocation costs.

Funds can cover:

- **Salary Enhancement** – The institution may include a salary enhancement for the researcher. This will be limited to a maximum of **20%** of the total salary. The Host Organisation will be responsible for meeting the full costs of the award holder's basic salary, including the employer's national insurance and superannuation contributions for the salary enhancement payment. The Society expects the Host Organisation to continue employing the award holder at a level equivalent to that provided with the support of the Society's funding during the award period,
- **Research expenses (100%)** – including consumables, travel, fieldwork, small pieces of equipment of up to £10K, access costs and undergraduate students.
- **Research assistance – 80%** of the full economic cost of a postdoctoral researcher/PDRA (salary costs and associated indirect and directly allocated costs, including estate costs) and can include contribution to technical support if appropriately justified. **4 year PhD studentship** – The cost of PhD studentship may only be included if the host organisation will commit to underwriting the remaining cost of the studentship and appropriate alternative supervision for the student in the event that the RS Wolfson Fellow leaves the institution. The figures below show the rates for each year of PhD studentships irrespective of which grant year they start. New students will always start on the year 1 rate:

#### Outside London

	Year 1	Year 2	Year 3	Year 4
Stipend	£20,034	£20,636	£21,254	£21,892
Fees	£4,712	£4,853	£4,999	£5,149

#### Inside London

	Year 1	Year 2	Year 3	Year 4
Stipend	£22,410	£23,204	£23,901	£24,618
Fees	£4,712	£4,853	£4,999	£5,149

The Royal Society will only support fees up to the Royal Society's set home/UK fees rate as outlined above. Any shortfall between our standard fee allowance and the international fee rate must be covered by another source of funding. Research Fellows will also be able to use their fellowship research budget to cover visa costs for themselves and their dependants (e.g. partner and children).

### Relocation Expenses

Relocation costs consistent with the host organisation's policy on relocation may be covered by the grant. Reasonable relocation expenses beyond those normally covered through the host organisation policy, including for the Fellow and/or their immediate dependants (partner and children) may still be included but may require further justification to be provided. The Royal Society reserves the right to reduce such relocation costs where they are not considered to be reasonable. For the avoidance of doubt costs must be covered by the host organisations and may be reclaimed through grant. The Royal Society wants to attract the best global talent and does not want to financially disadvantage individuals experiencing high relocation costs. While we want applicants to include relocation costs as part of their grant application, we do not consider these costs as contributing to the total grant value when considering the grant funding caps. In some instances, the inclusion of relocation costs may result in a grant exceeding the maximum grant funding cap. The Royal Society reserves the right to reduce such relocation costs where they are not considered to be reasonable. Relocation expenses will be funded at 100% of the costs incurred.

## Visa Costs

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 also available. Applicants may request costs to cover visa application fees, including the immigration health surcharge, for the lead applicant and their immediate dependants (partner and children). The Royal Society wants to attract the best global talent and does not want to financially disadvantage individuals experiencing high visa costs. While we want applicants to include visa costs as part of their grant application, we do not consider these costs as contributing to the total grant value when considering the grant funding caps. In some instances, the inclusion of visa costs may result in a grant exceeding the maximum grant funding cap. The Royal Society reserves the right to reduce such visa costs where they are not considered to be reasonable. Visa cost will be funded at 100% of the costs incurred.

## 4 Eligibility

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

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

### 4.1 Applicant Eligibility

**The Candidate:** This scheme supports the recruitment of a researcher *from overseas* to hold the grant in a UK institution who will contribute to the scientific strategy of the host institution. Therefore, the scheme is open to all nationalities. Applicants currently based in the UK are not eligible to apply, with the exception of applicants who are refugees in the UK according to the Geneva convention. Award holders are expected to hold (the equivalent of) a full-time post at a UK institution (which can be grant dependent). The grant cannot be used for researchers wishing to move between UK institutions.

The scheme is aimed at talented researchers with the potential to make important contribution to their scientific field and UK research.

The candidates must be nominated by the Vice-Chancellor, or their representative (Pro-Vice Chancellor of Research) or Institute Director from the proposed host institution (as outlined above). Nominated researchers must have received a firm offer of employment from the UK host organisation (which can be dependent upon grant funding).

Nominated individuals must not have previously held a Royal Society Wolfson Research Merit award. Former Royal Society Wolfson Visiting Fellows are eligible and encouraged to apply for a Royal Society Wolfson Fellowship should they wish to relocate to the UK. Nominated candidates cannot, from the outset of the award, hold an externally funded UK fellowship.

Royal Society Wolfson 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 routes 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.

Should you wish to apply for this visa you should choose the 'Exceptional Talent' category on the Home Office Stage 1 application form, select 'Fast Track consideration' and use your award letter as evidence of your fellowship. It is recommended that you arrange your visa in plenty of time before the start date of your award. Further details can be found on the Royal Society's website [www.royalsociety.org/global-talent-visa](http://www.royalsociety.org/global-talent-visa). For more details you can also email [cbrs@royalsociety.org](mailto:cbrs@royalsociety.org).

The Royal Society recognises that equality of opportunity, diversity and inclusion 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 policies and processes to embed EDI principles in all aspects of the grant making process and ensure all talented applicants have an equitable chance to succeed as per the assessment criteria.

See below for details of adjustments we can provide for disabled applicants.

**Support to disabled applicants:** The Royal Society welcomes applications from disabled scientists and provides adjustments to ensure that they can participate fully in the selection process. If you need an adjustment when accessing the application form, attending interviews if applicable, or for any other part of the application process, please contact the Grants team on [seniorfellowships@royalsociety.org](mailto:seniorfellowships@royalsociety.org) or call +44 20 7451 2666.

All requests for adjustments are made in confidence. Any request for an adjustment will not normally be shared with panel members unless it becomes relevant to the selection process itself. If we need to share your request with anyone (for example if panel members are required to implement any adjustments during interviews), we will ask for your permission first.

Adjustments can include but are not limited to:

- Extension of the deadline;
- Additional support to complete the application form;
- Receiving the application form in a different format, such as on a Word document;

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

### **Childcare Travel Policy**

The Society can provide financial support to research fellows for any additional care costs that arise when attending conferences, collaborative research visits or invited talks directly related to their fellowship. These requests are considered on a case-by-case basis. Award holders may only claim childcare costs up to a maximum of 3 times during their fellowship. Each request is limited to a maximum cost of £2000. Please contact the Grants team if there are any concerns over other carer responsibilities on [seniorfellowships@royalsociety.org](mailto:seniorfellowships@royalsociety.org) or call +44 20 7451 2666.

## **4.2 Host Organisation Eligibility**

Royal Society Wolfson 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 Fellow leaves the host organisation during the tenure of their fellowship award, the

grant will be withdrawn with no further funding provided. There should be a clear case on why the Royal Society Wolfson Fellowship is needed by the host organisation to help attract the nominated individual to the UK.

## 5 Assessment Criteria and Review Process

### 5.1 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 talented researchers with a proven track record for high quality scientific research. This may include, as appropriate: a strong publication record, being invited to conferences as keynote speaker and evidence of scientific leadership and/or supervising or mentoring junior researchers.
- The strength of the strategic case for the nomination and fit to the institution's scientific strategy.
- The high quality and originality of the candidate's proposed research vision and the contribution that the researcher can make to the furtherance of UK research in their field as well as potential benefit to the UK science base.
- The quality and suitability of the host organisation for the Royal Society Wolfson Fellowship candidate, the organisation's commitment to supporting the researcher's longer-term and broader career development.

### 5.2 Review Process

Applications will be considered by the Royal Society Wolfson Fellowships Panel. All proposals submitted are initially assessed by at least two members of the selection Panel(s) who have the most appropriate scientific expertise. Following initial assessment, the Panel will shortlist applications for further review by at least three independent reviewers. Further to peer review, shortlisted applications are discussed at a final Panel meeting. It is expected that applicants will be notified of the final outcome by the end of December 2024. 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.

## 6 References and Participants

To complete and submit the application form, the lead applicant is required to provide a supporting statement from the:

- Head of Department
- Nominated Referee 1
- Nominated Referee 2

It is highly recommended that the applicant is provided with a letter of support for their application from the Vice Chancellor at their UK host to demonstrate the importance of this appointment to the strategic aims of the host. This can be uploaded by the applicant in this section.

The primary consideration for a nominated referee 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.

Nominated referees **must not** be:

- from the Applicant's current overseas institution;
- from the Applicant's proposed UK host institution;
- the Applicant's former/current supervisor (including PhD supervisor);
- a member on the assessment panel for this scheme; 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 two references from the same person are submitted, it may make the application ineligible.

**All applications must be on their organisation's letter head paper and signed.**

It is recommended that referring and supporting participants fulfil their requirements **at least 5 working days** before the submission deadline (Wednesday 6<sup>th</sup> November 2024) to ensure there is sufficient time for organisational approval. The UK Host Organisation approver must approve the completed application by the submission deadline.

### **6.1 How to invite participants to contribute to an application**

All references and supporting statements must be submitted through Flexi-Grant. To submit statements please follow the steps below.

Step 1 | Ensure all participants have a Flexi-Grant account

- All referees and other participants must set up a Flexi-Grant account in order to contribute to an application.
- If a participant already has a Flexi-Grant account they should use that, if not then a new account should be set up.

Step 2 | Invite participants to contribute to an application

- Applicants should invite participants to submit their supporting statements through the 'participants' tab.
- The participants tab can be found on the application form summary page and contains details of each participant required to contribute to the application
- Applicants should select 'invite' and enter the e-mail address of the person they wish to invite to provide the relevant statement and send the invitation.

Step 3 | Monitor participants responses

- 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 participant has accepted your invitation, their status will be displayed as 'active'.
- Once participants have completed all their sections of the application form they should select '**Save & Submit**' on the application form page or select '**Submit your contribution**' on the summary page.
- Upon completion of their section of the application form their status will be displayed as 'complete'.

**Please note that you will not be able to submit your application form until the status of all participants' shows 'complete'.**

Please note that once an applicant submits an application on Flexi-Grant®, it is then directed to the designated Approver for the employing organisation at which the applicant has applied to host an award (see Application Approvals in the 'Application Guidance Notes' Section). It is recommended that referring and supporting participants fulfil their requirements **at least 5 working days** before the submission deadline (Wednesday, 06 November 2024) to ensure there is sufficient time for organisational approval. The **Host Organisation** approver must approve the completed application by the submission deadline.

**It is the applicant's responsibility to liaise with the Host Organisation's Approver and the Head of Department to ensure that the required tasks are completed by the deadline. Please contact the Grants team before the deadline if there is any issue. Alternatively, the Host Organisation's Approver and the Head of Department can contact us directly. The Royal Society will not be held responsible for emails that are not received due to address errors or spam filters and no provision is made for non-receipt of emails sent by the Royal Society.**

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

On the occasion that an invited participant accidentally submits their section of the application form prematurely, the applicant has the ability to re-open the application form for the participant. To do this, the 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 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. Applications cannot be submitted until all participant sections are marked as complete so it is important that applicants ensure that their organisation's research support team complete this section.

The financial details section of the form can only be completed by the nominated Head of Department.

As the Research Support Role is optional, applicants can revoke this participant request in order to submit their application if the section has not been completed. Please navigate to the participants tab and revoke the request for Research Support Role.

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

## **7 Contact information**

Enquires about this scheme can be made using the contact details below. Before contacting us, please



check whether your question is answered by these scheme notes. If not, please email the Grants team via [seniorfellowships@royalsociety.org](mailto:seniorfellowships@royalsociety.org) or call +44 20 7451 2666.

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

## 8 Use of Data

All applicant data, including personal data, is governed by the [Royal Society's Privacy Policy](#). This Policy sets out how and why the Royal Society uses your personal data, and how we protect your privacy when doing so. Please refer to the section entitled "Grant Applicants and Holders" for details of how the Privacy Policy determines the use of applicant data.

In addition to the usage set out in the Royal Society's privacy policy, please note that information regarding your application for a Royal Society Wolfson Fellowship may be shared with the Department for Science, Innovation and Technology (DSIT) 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, DSIT, 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.

## 9 Use of generative AI

Generative AI tools offer potential benefits for research but also challenges and risks. The Royal Society has joined with other funders to set our expectations around the use of generative AI tools in funding applications. [Funders joint statement: use of generative AI tools in funding applications and assessment](#).

When developing funding proposals, researchers must ensure generative AI tools are used responsibly and in accordance with relevant legal and ethical standards where these exist or as they develop. Funding proposals for Royal Society grants should adhere to our existing commitments to policies on [Research Integrity and Trusted Research](#). Applicants are responsible for ensuring the originality, validity, reliability and integrity of any outputs created or modified by generative AI tools. Where generative AI tools are used in funding proposals their use should be acknowledged in the application by naming the AI source and specifying how the content was generated (for example by listing the prompt used).

## 10 System Guidance Notes

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

### 10.1 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 Host Organisation and the applicant's departmental support must be completed before you can submit via Flexi-Grant®. Late applications will not be accepted.**

For instructions on inviting participants to contribute to an application (such as referees or departmental support), please see the 'References and participants' section.

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

## **10.2 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>.

## **10.3 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 participants, 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.

# 11 Application Guidance Notes

## 11.1 Application Approvals

**It is the Applicant's responsibility to ensure that approval of the application by the Host Organisation is completed before the closing date.**

The person responsible for approving your application will be the delegated authority at the 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 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 applicant must check the status of the Head of Department under the 'Participants' tab on the summary page of the application form. **Applications submitted after the deadline will not be accepted.**

## 11.2 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, or their representative (Pro-Vice Chancellor of Research) or Institute Director 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).

<b>Nominator Contact Details (Vice-Chancellor or their representative (Pro Vice Chancellor of Research) or Institute Director</b>	
<b>Full Name including Title*</b>	Please enter your full name and title
<b>Current Position*</b>	Please state the title of your current position
<b>Department*</b>	Enter details of your current department name (e.g. Department of Astrophysics)
<b>Host Organisation*</b>	Enter your current university's name

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

<b>Case for support</b>	
<b>Statement of Support*</b>	<p>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 to be recruited to your organisation. Please expand on whether an offer has been made/accepted (and whether it is specifically dependent on this award).</p> <p>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 recruit the nominated applicant. Detail any other kinds of support that will be provided to the nominated candidate. <i>(500 words maximum)</i></p> <p>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 Support Letter (PDF).</p> <p>Please note the award start date must fall within the designated period of 1 July 2025 – 31 December 2025.</p> <p><b>Please indicate an agreed proposed start date if the applicant is successful.</b></p>
<b>Head of Department Support*</b>	Please confirm whether the applicant will be provided with adequate space and access to resources within your department.
<b>Salary Enhancement*</b>	Please confirm that if salary enhancement is requested that this will be maintained beyond the tenure of this award.

**Stage two – to be completed by the nominated applicant.**

<b>Summary</b>	
<b>Summary Table</b>	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

	<p>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 <b>page summary</b> header.</p> <p><b>Note:</b> you will only be able to submit your application for approval by the UK Host Organisation once all sections of the form have been completed, which includes the Head 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.</p> <p>You may also wish to consider inviting the representative from the host organisation's Research Office to assist with the process as required.</p>
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<b>Understanding our Promotion</b>	
<b>Understanding our Promotion*</b>	Please select how you found out about the scheme

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

<b>Eligibility Criteria</b>	
<b>Eligibility Criteria*</b>	Confirm that you meet the eligibility criteria. Details of the eligibility criteria can be found on page 2.
<b>Lay Summary*</b>	<p>Please provide a lay summary of your proposed project. This should be understandable by a lay person. Explain why you have chosen to work in this subject area and what it is about your proposed research that you find particularly exciting, interesting or important. Please also explain the potential impact or wider benefits to society of your research.</p> <p>Please bear in mind when writing your summary that your application will be reviewed by a cross-disciplinary generalist Panel and <b>therefore the Panel place a lot of emphasis on the lay summary</b>. The lay summary should be concise, free of jargon and understandable by a lay person. Acronyms should be defined when they are first introduced. (250 words maximum)</p>

<b>Applicant Career Summary</b>	
<b>Title of Current position*</b>	State the title of your current position. (20 words max.).
<b>Current Employer*</b>	Enter the official organisation name of your current employer (this should be the current overseas host organisation).
<b>Current Department *</b>	Enter details of your current department name (e.g. Department of Astrophysics). (this should be the current overseas department)

<b>Contract Type*</b>	Please select from the dropdown menu the type of contract you currently hold.
<b>Source of Salary*</b>	Please select from the dropdown menu the source of funding for your post
<b>Current Position Start date*</b>	Please complete the date in dd/mm/yyyy format. Please state your expected start date.
<b>Current Position End date*</b>	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.
<b>Field of Specialisation*</b>	Enter details of your field(s) of specialisation. <i>(20 words max.)</i> .
<b>Personal statement*</b>	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. <i>(500 words max.)</i> .
<b>Applicant Career History*</b>	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. <b>Note:</b> if you have an existing ORCID identifier, you can retrieve your career history from your profile to complete this section of the application form.
<b>Impact of COVID-19</b>	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. (Maximum 500 words)  This can include but is not limited to: delays in publishing/submitting a key paper(s) (please note preprints can be included in your publications list), pause on experiments/research plans, reduced ability to work due to additional caring responsibilities.
<b>List your key and/ or relevant publications*</b>	Provide details of authors, titles and references for up to <b>ten</b> 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. <b>Note:</b> if you have an existing ORCID identifier, you can retrieve your key publications from your profile to complete this section of the application form.
<b>Applicant Research Funding*</b>	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. Please include any pending grant applications. This should include the name of the grant, value, title of the proposal and the expected date of the outcome/decision.
<b>Supporting Documents*</b>	Please upload any documents (PDF), that you feel may support this application.  Please upload relevant documents that provide evidence to support the case of recruitment, such as employment offers, informal offers or interview invitations. Uploaded documents should be in English. Please note that the Panel will consider these documents during their assessment of your case for recruitment, and you are strongly advised to provide supporting evidence of employment offers or informal offers.

<b>Research Proposal</b>	
<b>Project Title*</b>	Give the full title of your proposed project. <i>(20 words max.)</i> .
<b>Host Organisation*</b>	Please select the organisation where the award will be held from the drop down list.

<b>Host Department*</b>	Please provide the name of the proposed department at your host organisation.
<b>Start Date*</b>	Please complete the start date in dd/mm/yyyy format. The earliest date that the award could commence is 01 July 2025 and the latest date being 31 December 2025. Please note the date of the commencement of the award must correlate with any start date in the UK at the designated host. Please refer to the supporting document provided by the nominator in the first instance since they have been requested to include your proposed start date. These should correlate.
<b>End date*</b>	Please enter the proposed end date for your research. This should be 5 years after the intended start date.
<b>Subject group and Subject Area*</b>	Select the subject group/area(s) that most closely defines the research area of the <b>research proposal</b> from the drop-down menu and tick box options. This will enable us to allocate the application to the most appropriate assessment panel.
<b>Research Proposal*</b>	<p>Please use this section to make your case for support. You should outline the nature of your research and explain the potential impact or wider benefits of your research. Your statement should also provide justification for the award and detail the difference securing this award would make to you and your long-term research vision.</p> <p><b>Plain text only</b> 2,000 words or PDF upload. <b>If uploading a PDF file please note it must be up to 4 sides of A4, portrait orientation.</b> Please do not use a text size smaller than Arial 10 and make sure the document is titled.</p> <p>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:</p> <ul style="list-style-type: none"> <li>• Clear specification of the context and research objectives of the proposed study.</li> <li>• Description of the methodology to be used and an indication of the milestones and timescales.</li> </ul>
<b>Outline of Data Management and Data Sharing Plan</b>	
<p>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.</p> <p>The Society does not dictate a set format for data management and sharing plans. Where they are required, applicants should structure their plan in a manner most appropriate to the proposed research. The information submitted in plans should focus specifically on how the data outputs will be managed and shared, detailing the repositories where data will be deposited. In considering your approach for data management and sharing, applicants should consider the following:</p> <ul style="list-style-type: none"> <li>• What data outputs will be generated by the research that are of value to the public?</li> <li>• Where and when will you make the data available?</li> <li>• How will others be able to access the data?</li> <li>• If the data is of high public interest, how will it be made accessible not only for those in the same or linked field, but also to a wider public audience?</li> <li>• Specify whether any limits will be placed on the data to be shared, for example, for the purposes of safeguarding commercial interests, personal information, safety or security of the data.</li> <li>• How will datasets be preserved to ensure they are of long-term benefit?</li> </ul>	
<b>Outline of data management and data sharing plan*</b>	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. <i>(200 words max.)</i>
<b>Fieldwork *</b>	Will you be conducting fieldwork as part of your research? Yes/No *

<b>Fieldwork * (if yes)</b>	Please provide all details of any proposed fieldwork to be carried out. Please ensure you provide details of location, duration and justification for the fieldwork.
<b>Fieldwork (Upload only)</b>	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: <ul style="list-style-type: none"> <li>• Specific permission has been obtained from the host country to collect and to export specimens and material</li> <li>• The director of the museum or other decision makers where these specimens will be deposited has indicated his/her desire or willingness to have such specimens and material.</li> </ul>

<b>Use of Animals in Research</b>	
<p>The Royal Society is committed to supporting the development of alternative methods to reduce and/or replace the use of animals in research. Applicants proposing to use animals in their research must ensure that the use of animals falls within the regulations stipulated in the Animals (Scientific Procedures Act) 1986 and subsequent amendments. Additionally, applicants should continually be aware of developments in best practice, and adopt the principles of the <u>3Rs</u> when designing and conducting experiments on animals.</p> <p>As a funder of research, the Society takes its responsibilities towards the UK Animals (Scientific Procedures Act) 1986 seriously, and requires applicants to consider the questions below when preparing grant applications that include the use of animals.</p>	
<b>Does your proposal involve the use of animals or animal tissue?*</b>	Select 'Yes' or 'No'. If you have selected 'Yes' it is mandatory to complete all of the relevant questions on the Use of Animals in Research page.
<b>Experimental Design Assistant</b>	
<p>The Royal Society recommends that applicants use the 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.</p> <p>The EDA helps applicants build a machine-readable diagram representing their experimental plan, following capture of their methodology, and allows the applicant to then generate a PDF report which provides a transparent description of the experimental design in a standardised format, which can be uploaded to the application form.</p> <p>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.</p>	

<b>Use of Human Participants, Patients and Tissue</b>
Any application for a research proposal involving human patients or tissue and therefore requiring local ethical committee approval will be considered only when accompanied by the necessary



permission certificate or proof that ethical permission will be sought, which must be provided in English.	
<b>Does your proposal involve the use of human patients or tissue?*</b>	Select 'Yes' or 'No'. If you have selected 'Yes' it is mandatory to provide either a certificate or letter, as proof that ethical permission has been, or will be, obtained. Please upload the file as a PDF in portrait orientation.

<b>Financial Details (Please note this is to be completed by either the Vice Chancellor/Director or Head of Department of the UK host organisation)</b>	
<b>Proposed Budget*</b>	Please provide a summary of your requested budget in the table provided.
<b>Salary Contribution*</b>	For each year of the award, a maximum of 20% of the current annual salary can be requested as an enhancement. It is the responsibility of the host university to pay the basic salary, <u>including employer's contribution for pension and National Insurance for both the basic salary and the Royal Society Wolfson Fellowship award salary enhancement</u> . The Society expects the Host Organisation to continue employing the award holder at a level equivalent to that provided with the support of the Society's funding during the award period. <b>Annual inflation and annual pay increases should not be applied to the salary enhancement.</b>
<b>Research expenses*</b>	<p>The maximum amount that can be requested is £300,000 including the salary contribution. Research expenses can include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Consumables - funding for essential consumables may be requested and should be fully justified.</li> <li>• Other research expenses – may include access charges of external facilities and animal, plant and software license fees</li> <li>• Animal purchases and maintenance</li> <li>• Travel - travel costs can be requested for you and your UK based team and should be based on the most suitable and economical form of travel. Costs for attendance at conferences may be included, where attendance will be of direct benefit to the research. Travel to collaborators and other individual research related travel can be requested as well as for attendance of Royal Society events.</li> </ul> <p>In addition to the maximum grant funding amount of £300,000, the applicant can apply for the below under the research expenses section:</p> <ul style="list-style-type: none"> <li>• Research Fellows will also be able to use their fellowship research expenses budget to cover visa costs and NHS surcharges for themselves and their dependants (e.g. partner and children). Justifiable relocation costs consistent with the host organisation's policy on relocation may be covered by the grant.</li> </ul>
<b>Equipment*</b>	Funding may be requested for the purchase of specialised equipment of up to £10K (including the cost of installation, spares or software procurement and the annual cost of maintenance or relocation charges specifically related to the newly purchased equipment). Funding may be requested for highly specialised computer hardware.

<b>Postdoctoral Researcher (PDRA) costs</b>	Please provide the basic salary, oncosts, indirects, estates and other costs at 80% FEC.
<b>PhD Stipend and PhD Fees*</b>	The cost of a 4-year PhD studentship may only be included if the host organisation will commit to underwriting the remaining cost of the studentship and appropriate alternative supervision for the student in the event that the Royal Society Wolfson Research Fellow leaves the institution. The 4 year PhD stipend and fees rates are outlined in section 3.1 above. When completing the budget table please total the respective PhD Stipend and PhD fees into the Q1 for each financial year.
<b>Salary*</b>	Please provide details of your total annual salary to be provided by the UK host organisation. This should be the proposed total annual salary offered by the UK host organisation.
<b>Justification for Salary*</b>	Please provide justification for the amount requested. Please justify here the need for a salary enhancement. (Maximum 20% of offered salary at the prospective Host Organisation). Please detail the total amount per year/across the whole award and the percentage addition requested.
<b>Justification for research expenses*</b>	Please provide justification for the research expenses requested and indicate if the level requested will differ in later years of the award. Please include a detailed justification of the Research Expenses requested (including PDRA Salary, PhD Studentships and equipment). <b>Please provide a full breakdown of costs.</b>
<b>Justification for visa/NHS surcharges and relocation costs</b>	Please provide a detailed justification for the amount requested with a full breakdown of costs. Please indicate how the requested relocation costs associate with the host's own relocation costs policy (if available and required).

<p><b>Applicant Declaration*</b></p> <p>By completing this section, you are declaring that the information you have provided in your application is true and correct.</p> <p>You are also signing to confirm the following:</p> <ul style="list-style-type: none"> <li>• You have read the Terms and Conditions of Award under which Royal Society grants are awarded and, if a grant offer is made, you agree to abide by them.</li> <li>• You have access to the necessary facilities to enable you to deliver the research proposed and will continue to have access to the facilities for the duration of the project.</li> <li>• You have agreed with your Head(s) of Department that you will be afforded sufficient time and resources to deliver the research project as described in this application.</li> </ul>
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<p><b>Head of Department Support*</b></p> <p>Please provide a confidential statement, commenting on the suitability of the nominated applicant for this fellowship, this should include:</p> <p>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,</p> <p>b) what impact the nominated candidate will have on the science, the department and wider UK science base</p> <p>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</p> <p>d) list any further actions taken by the institution/department to attract the nominated applicant.</p>
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If more than one candidate is nominated by you and/or your institution in the same round, the Panel may request further information to support the case for the candidates and fit against the organisation's strategic priorities.

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. Please also 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 this 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 (or Pro-Vice Chancellor or Research)/Institute Director (mandatory requirement). Please note this Head of Department statement should differ from the letter from the Vice-Chancellor (or Pro-Vice Chancellor of Research)/Institute Director.

**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 (this e-mail address should be that used by the Head of Department to access Flexi-Grant). In the event that the "applicant" is the Head of Department, statements will need to be supplied by the individual to whom the "applicant" reports i.e. a Dean or Head of Faculty or the Principal.

**Before inviting the Head of Department to participate in completion of the application form, the Applicant is instructed to ensure that the Head of Department is willing and available to provide a confirmation of support prior to the round closing date. Incomplete confirmations will mean that an application cannot be submitted and will be deemed to be ineligible.**

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

It is the responsibility of the applicant to:

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

If the instruction email from the Royal Society has not been received please:

- a) double check the accuracy of the email address supplied on the application form
- b) advise the intended recipient to check their spam filters/junk folders
- c) contact the Royal Society with an alternative email address for the recipient

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

#### **Nominated Referee Support\***

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

**These references are required to be submitted on organisation specific letter headed paper and signed by the referee. References received which do not match these criteria will be deemed ineligible.**

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 (or their nominated representative – the Pro-Vice Chancellor for Research)/ Institute Director)



VC (Pro-VC Research)/Institute Director requests the nomination form directly to [seniorfellowships@royalsociety.org](mailto:seniorfellowships@royalsociety.org). Once provided with the nomination form, they can nominate their researcher via nomination form online via Flexi-Grant®



Following eligibility review, the applicant is invited to submit a full application



Rejection



**STAGE 2** (Applicant)

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



- Head of Department adds 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, 6 November 2024**



