India-UK Scientific Seminars - Scheme Notes (2014)

PART 1

1. Overview

Aim: The aim of this scheme (India-UK Scientific Seminars) is to fund the organisation of a small 3 day scientific meeting to bring together groups of early to mid-career scientists from India and the UK for the purpose of scientific discussion, to promote collaboration and knowledge transfer by encouraging interaction within the wider research community. These scientific meetings would take place in either India or the UK.

This scheme is funded by the UK’s Department for Business, Innovation and Skills (BIS) and in India by the Department for Science and Technology (DST).

The Indian and UK award holders would be responsible for all aspects of organising and delivering the scientific content of the meetings, as well as finding a suitable venue and accommodation for all participants. These scientific meetings would need to clearly demonstrate a clear strategy for securing longer-term sustainable funds for the continuation of their research collaboration. The number of participants who are invited to the meeting (including the UK and Indian award holder) should not exceed more than 20 attendees (5 from visiting country and up to 15 from host country).

This grant should NOT be used to fund any large scientific conference which involves participation from other countries. It should also not be used to allow other participants to attend, who have NOT been named in the application.

Subjects covered: The scheme will cover ALL areas of the life and physical sciences, including: physics, chemistry, mathematics, computer science, engineering, agricultural and medical research. However, applications are particularly encouraged from the following three priority areas:

- Sustainable Cities and Urbanisation
- Public Health and Well Being
- Water, Food and Energy Nexus

Please note that applications can only be accepted if they are within the Royal Society / DST’s general scientific remit. The Royal Society does not cover social sciences or clinical research. Patient-oriented research and clinical trials are outside the Royal Society’s remit. We would not be able to accept applications for policy research. The DST does not cover the scientific aspects of archaeology, experimental psychology and the history of science.
Eligibility: All participants (Indian and UK), who are invited to the event must have completed their PhD by the time of the application is made. A full list of eligibility criteria is shown on page 4 of this document.

Duration of funding: The meeting should not exceed more than 3 days. The scientific seminar must take place between October 2014 and March 2015.

This grant will support the costs of:

- International (economy return) airfares for up to 5 scientists
- Local travel costs for attendees (e.g. within India or the UK)
- Accommodation for all external attendees for up to 4 nights
- Organisational Support, including venue hire / meeting rooms and audio visual equipment and meals

Please note that even if your application is awarded, you still may be asked to revise the budget, if the costs are considered unreasonable by either the DST or Royal Society.

The grant would NOT cover bench fees, conference fees, departmental costs, medical insurance, excess baggage costs, and expenses relating to accompanying dependents or contributions towards salaries. This grant should NOT be used to fund any large scientific conference which involves participation from other countries or other participants who have NOT been named in the application.

Cost share arrangements: This scheme will be administered by the Royal Society in the UK on behalf of the Department for Business, Innovation and Skills (BIS) and in collaboration with the Department for Science and Technology (DST in India). The cost of the grant will be shared between the Royal Society and the DST on the principle that the sending side paying for international travel and the receiving side paying for costs associated with the meeting e.g. venue hire, accommodation, local travel and subsistence costs for all participants to the meeting.

For example, if the meeting takes place in the UK, the costs are split as follows:

<table>
<thead>
<tr>
<th>Royal Society pays</th>
<th>DST pays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal travel costs for attendees (<em>train fare or internal flight, taxi to and from the meeting venue</em>)</td>
<td>International (economy) airfares for those attendees from India (up to 5 participants only)</td>
</tr>
<tr>
<td>Hire of meeting rooms &amp; audio visual equipment</td>
<td></td>
</tr>
<tr>
<td>Accommodation for all external attendees (up to 4 nights) – maximum number is 20 participants</td>
<td></td>
</tr>
<tr>
<td>All meals (<em>breakfast, lunch and evening dinner</em>)</td>
<td></td>
</tr>
</tbody>
</table>

For example, if the meeting takes place in India, the costs are split as follows:

<table>
<thead>
<tr>
<th>Royal Society pays</th>
<th>DST pays</th>
</tr>
</thead>
<tbody>
<tr>
<td>International (economy) airfares for those attendees from the UK (<em>up to 5 participants</em>)</td>
<td>Internal travel costs for attendees (<em>train fare or internal flight, taxi to and from the meeting venue</em>)</td>
</tr>
<tr>
<td>Organisational cost, including hire of meeting rooms &amp; audio visual equipment, meals etc</td>
<td></td>
</tr>
<tr>
<td>Accommodation for all external attendees (up to 4 nights) – maximum number is 20 participants</td>
<td></td>
</tr>
<tr>
<td>All meals (breakfast, lunch and evening dinner)</td>
<td></td>
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</tbody>
</table>

**Countries covered:** UK and India

**Value:** The cost of the grant will be shared between the DST and Royal Society. Please note that the total value of the grant cannot exceed more than £12,000 in total.

**Number offered:** Funding is available to support between 12 and 20 awards

**Closing date:** 10 June 2014

**Results available:** Results will be announced September 2014

**Who should participate in this event?**
When deciding upon whom to invite to the meeting, the co-applicants should bear in mind that the sole purpose of the meeting is to initiate and encourage scientific networking by bringing together small groups of scientists from India and the UK to develop new and enduring partnerships. Please ensure that you have included a good range of UK participants from various UK institutions and a good range of Indian participants from various Indian institutions.

These meetings are not intended as a forum for presenting papers and should not be used as a forum for funding a large scientific conference.

All invited attendees MUST have a PhD or equivalent research experience at the time the application is made.

The number of participants who are invited to this meeting may vary, but it should not exceed 20 attendees (5 from visiting country and up to 15 from host country). **No additional participants should be invited to attend without the approval of the DST and Royal Society.**

The application form should include the following details about each invited participant:

- Name & title
- Position
- Field of expertise
- Short explanation as to why they have been invited to participate

Any changes to the list of attendees would need to be approved by the DST and the Royal Society in advance of the meeting taking place.

**Theme of the Scientific Seminar**
The scientific meeting may be specific to a particular field of science or cross disciplinary in nature. If the scientific seminar is cross disciplinary, please indicate this is the application form, since your application may need to be considered by panel members from both the physical and biological sciences. However, the
meeting must fall within the remit of the DST and the Royal Society, i.e. the natural sciences, including physics, chemistry, mathematics, computer science, engineering science, biochemistry, agricultural and medical research. The Royal Society cannot support scientific meetings in social sciences or clinical medical research. The DST does not cover the scientific aspects of archaeology, experimental psychology and the history of science.

Promotion of the event
Scientists must ensure that when promoting the event that it is stated that the event is being funded in the UK by the Department for Business Innovation & Skills (BIS) and in India by the Department of Science & Technology (DST). Please contact the Royal Society or DST if you plan to use any of our logos.

Organisation of 3 day scientific meeting
It will be the responsibility of the co-applicants to organise and deliver the scientific content of the meeting including the participation of all attendees at the meeting. The 3 day meetings should consist of a structured programme covering all topics that the awardees wish to be covered with thought given to how the decision will be reached. The co-applicants may also wish to allocate time at the end of the meeting to discuss how you plan to take your networking collaboration forward.

Agenda
The application form should also include a tentative agenda. When drafting your agenda, please ensure you enter the actual name of the invited speaker in the meeting schedule. Please also include details of what will be discussed at each session. When planning your meeting, please try to be as specific as possible including what will be discussed at the end of the meeting e.g. summary/conclusions.

Outcomes
Please ensure that the application includes details of what is expected as a result of the meeting and include how you are planning to develop any new partnerships. Please try to be as specific as possible.

Report
A report should be submitted to the Royal Society and DST shortly after the meeting has taken place.

Equal Opportunities
The Royal Society is committed to an equal opportunities policy in the provision of grants and awards. To ensure the effectiveness of this policy, please assist us by providing the information requested at the end of the application. The information will be kept separately from the rest of your application and will not be seen by those involved in making short listing decisions. The information provided will form a confidential statistical record/database in accordance with the Data Protection Act and will not be used for any purpose other than as an analysis of the Society’s Equal Opportunities Policy. Your assistance in this matter would be much appreciated.

2. Eligibility details

General
- ALL participants invited to the scientific seminar must have a PhD or equivalent research experience at the time the application is made.
• The Indian and UK cc-applicants may invite participants from the same department or institution as themselves. However, applicants are encouraged to ensure that the meeting includes scientists from other UK and Indian institutions as themselves in order to promote international networks.

• If you have already been awarded an India-UK Scientific Seminar grant, you would NOT be eligible to apply again for a follow-on meeting grant.

• The Scientific Seminar must be on a subject within the natural sciences, including: physics, chemistry, mathematics, computer science, engineering, agricultural and medical research. Applications are particularly encouraged from the three priority areas stated on page 1 of the scheme notes, provided it is within our general scientific remit. The Royal Society does not cover social sciences or clinical research. We would not be able to accept applications for policy research. Patient-oriented research and clinical trials are outside the Royal Society’s remit. The DST does not cover the scientific aspects of archaeology, experimental psychology and the history of science.

Indian Side
• Participants invited from India should be scientists / faculty members working in regular capacity in UGC recognised Universities / Deemed Universities / Academic Institutes and National Research & Development Laboratories / Institutes.

UK Side
• Participants invited from the UK to the scientific meeting must hold a permanent or fixed term contract at an eligible institution which, if it is the latter, continues at least for the duration of the scientific seminar. Ineligible organisations include industrial, private and commercial organisations, university spin-out companies, governmental bodies and research institutes and research councils.

3. Assessment criteria

The main criterion for the assessment of these proposals is:

• The quality of the science outlined in the proposal
• The potential of the meeting to promote discussion that will ultimately result in future collaboration within India and the UK

The primary consideration will be:

• The research background of the UK and Indian scientist
• The strength of the scientists in the proposed area of research
• The quality of participants to the meeting and their area of expertise
• The strength of the proposal
• The potential contribution to the Indian and UK science base
4. Completion of application

Application process to the Royal Society
It will be the responsibility of the UK scientist to submit an electronic application to the Royal Society through the Society’s e-GAP system [https://e-gap.royalsociety.org](https://e-gap.royalsociety.org). The application MUST be submitted and approved by the UK applicant’s home institution before the closing date ends.

Sharing the application
The electronic application can be shared with the Indian co-applicant. You need to provide their email address and enter the permission you want them to have. They will be able to log in using their existing password and also see and, depending on permissions, amend the application. To do this, the other e-GAP user needs to click on My Applications once they have logged on in order to see your application.

Please note that data could be lost if both applicants (UK and Indian) are working on the application at the same time.

The electronic application must include:

- Theme of the scientific seminar
- Proposed dates (between October 2014 and March 2015)
- List of ALL participants in India and the UK (name & title, position, field of expertise, short explanation as to why they have been invited to participate (uploaded as a PDF)
- Detailed budget (this should include costs in both India and the UK. Please note, you may be asked to revise the budget if the costs are considered unreasonable by either the DST or Royal Society.
- Tentative agenda - enter the names of the actual speakers (uploaded as a PDF)
- Details of what we may expect as a result of this scientific seminar. What are the proposed outcomes (defined outputs)?
- Letter of support (on headed paper) from the Head of Department in India (this letter can be uploaded as a PDF on the Society’s e-GAP application)
- Letter of support (on headed paper) from the Head of Department in the UK (this letter can be uploaded as a PDF on the Society’s e-GAP application)

Submitting an application to the DST
Please ensure that a PDF copy of the e-GAP application form is mailed to the DST by the closing date.
6. References

Nominated References
The Royal Society and the DST require that TWO independent (nominated) references are provided.

One referee should be based in the UK and be familiar with the work of the UK scientist and the other referee should be based in India and be familiar with the work of the Indian scientist.

Submitting references through the Society's e-GAP² system
Under the Nominated Referee tab, you need to input emails/details of two academics. One referee should be based in the UK and be familiar with the work of the UK scientist and the other referee should be based in India and be familiar with the work of the Indian scientist (references should not be from the same institution as the applicant or co-applicant). Statements from the two nominated referees are required and these must be submitted by the referees themselves via e-GAP² by the reference deadline. Your referees will be contacted via email by the e-GAP² system. You must ensure that all referees are willing and available to provide a reference via e-GAP² before submitting the application. Your referees must be able to supply their statement within 5 working days of the round closing date. You should send your referees a copy of the application and Appendix 2 (page 25 of these notes), and advise them that the reference must be submitted via e-GAP² and that the reference will not be accepted in any other format.

The guidelines for choosing nominated referees are as follows:

- The primary consideration is that he/she is able to comment independently and authoritatively on the application and area of research involved.
- The applicant and co-applicant will need to confirm with the referees that he/she is happy to provide a reference by the relevant deadline.
- Nominated referees from the same institution as the applicant or co-applicant are not accepted. The referee must not be a member of the Royal Society sitting on the assessment panel for this scheme, or a member of the Royal Society's Council (if you require further clarification, please contact the Royal Society).

7. Contact details

For additional advice on this scheme, please contact:

In India
SK Varshney
Scientist F, International Division
Department of Science & Technology
New Mehrauli Road
New Delhi - 110016

In the UK
Ms Jane Buckley
Scheme Manager, Grants Section
The Royal Society
6-9 Carlton House Terrace
London, SW1Y 5AG
Please ensure that when you submit your electronic application through the Society's e-GAP system it includes the following:

1. The electronic application (e-GAP) is submitted by the UK applicant only before the closing date and if possible at least one week before the closing date.

2. Before submitting your application, check that you have provided the correct email addresses of your nominated referees. Referees will need to submit their electronic reference by 18 June 2014. Please ensure you send a copy of your application and Appendix 2 (Instructions for Referees) to those detailed in the Nominated Referee Section.

3. Once you click on ‘Submit’ the UK host organisation will need to approve your application via e-GAP and before the closing date. The e-GAP system will automatically generate an email asking that they approve your application.

4. Please ensure that you have uploaded (PDF documents) the following to your application:
   - Letter of support (on headed paper) from the Head of Department in India
   - Letter of support (on headed paper) from the Head of Department in UK
   - Tentative Agenda
   - List of Participants

PART II (Submitting your application through the Royal Society’s e-GAP system)

The UK applicant needs to complete an electronic application directly to the Royal Society using the Royal Society’s e-GAP² system.

Application Information (Royal Society)
Applications can only be submitted online using the Royal Society’s electronic Grant Application Processing (e-GAP) system (https://e-gap.royalsociety.org). Applications to the Royal Society cannot be submitted on paper. Applicants should be aware that this application form will be considered by the selection panel. The application will be treated as confidential at all times.

All applications must be submitted via the Royal Society’s e-GAP² system to the UK host organisation for approval and must be approved via e-GAP² before they are accepted as complete. Please note that the approving department of the UK host organisation is usually a central university department. Please allow them at least 5 working days before the official round deadline to approve your application on e-GAP².
Applications not approved before the deadline will be deleted after the closing date. Late applications will not be accepted.

Please read the instructions below before you start filling out your application, and refer to the guidance notes in the sections that follow as you complete the form.

**Important information – to be read before starting an application**

**Personal details:** Once logged on to e-GAP\(^2\) and before starting your application, click *My Details* at the top of the page. Please ensure that your Personal Details information is up to date.

**Automatic log-out:** Save your work regularly to prevent accidental loss of text. Please note that if the system does not detect any activity for 3 hours it will log out and everything that has not been saved will be lost. Typing and moving between tabs within an application is not considered an activity; you need to have pressed the Save button.

**Loss of work:** You should not have multiple browser windows-tabs of your application open simultaneously and only one user should edit an application at a time, otherwise changes might be lost. Multiple users should not be viewing/editing the same application at the same time, even via different computers, as this may cause data loss.

**Character limits:** If you exceed specified character limits the system will not allow you to save (Please note that the limits refer to characters, not words, and that the count includes spaces). We recommend that you first type and save the text in a word processor and check the character limit before pasting it into e-GAP\(^2\). Character limits apply to text boxes.

**Plain text:** When entering plain text, avoid using symbols as some may not be accepted by e-GAP\(^2\). You should generate a PDF of your application (by choosing ‘print application’ on the form) to check that the application appears as you want it to.

**Mandatory fields:** All fields on an application form that are marked with an asterisk (*) require an entry before the application can be submitted. If a mandatory field is not relevant to you, please enter ‘N/A’ or 0 in the case of financial detail requests.

**Email addresses:** e-GAP\(^2\) relies on automatic email contact. It is therefore essential that you enter email addresses accurately throughout. When you enter an email address into e-GAP\(^2\), it will create a new account (with that email as the e-GAP\(^2\) login) if that address has not been seen before, even if the referee already has an account under a different address. Therefore please check what email login referees may already be using (and which they would prefer to be contacted through) for e-GAP\(^2\) to avoid creating multiple accounts. It is the Applicant’s responsibility to ensure that the Host Organisation Approver and Referees have all been contacted. The Royal Society will not be held responsible for automated emails that are not received due to address errors or spam filters.

**e-GAP\(^2\) passwords:** If a user forgets or needs to reset their e-GAP\(^2\) password, they need to click on the ‘Forgotten password?’ link on the e-GAP\(^2\) login page and input their e-GAP\(^2\) login email when requested. An email containing a link will then be sent to the input email account. The user should click on the link to reset the password. It is not necessary to know any previous passwords to do this). Please note that the link
is time-limited to 30 minutes. Therefore, users should click on the ‘Forgotten Password’ link only when they are able to reset their password within 30 minutes.

**Tracking progress:** You can track the progress of your application through the submission and review processes by going into your e-GAP account, selecting ‘My Applications’ and then ‘Manage Application’ for the application in question.

**Adding & viewing Co-applicant:** All applications must be commenced by the UK applicant. The Indian Applicant will be considered as the co-applicant. You can only add ONE Co-Applicant

**To add a co-applicant, please follow the instructions below:**

1. Request your Indian Applicant to register on the Royal Society’s e-GAP website (https://e-gap.royalsociety.org) and then send you their e-GAP registered email address.

2. On the “Cc-applicant Personal Detail” tab on your e-GAP application click the “Add Cc-Applicant” button and then enter the cc-applicant’s e-GAP registered email address and then click “Next” and then click “Next” on the next screen.

3. On the following screen, you can control the permission level that the co-applicant may have on your application form. Please select appropriately and then proceed ahead by clicking the “Next” button.
You may view and edit the co-applicant’s fields by clicking the “Show” button adjacent to their name (see below encircled in red). This would also be mirrored in the “Co-Applicant Career Summary” tab, i.e. the selected co-applicant’s detail will appear in both co-applicant tabs in the application form. You can re-edit the permission levels (as stated in point 3) for the co-applicant by clicking their name. This will bring up the “choose permissions for sharer” options again (as illustrated in step 3).

Please ensure that all the mandatory fields (marked by an asterisk) in both co-applicant tabs are completed for the listed co-applicant. The green ticks for both the co-applicant sections on the summary screen will only appear after the completion of all mandatory fields.

Once the co-applicant is added, they then may view the application in their e-GAP account under “My applications” on the home screen. Depending upon the permission level set, they may be able to view and edit the application form. When no permission is given, the co-applicant would only be able to view the summary tab and their equal opportunities tab. We suggest that the co-applicant is given permission to view and edit the two co-applicant tabs and at least be given permission to view the proposal tab. If the co-applicant is given viewing and/or editing permissions then they would only be able to see their own information.

**The Royal Society strongly advises applicants to coordinate the input of information on their application form on e-GAP so that only one user edits the application at a time to prevent the loss of information or the corruption of the application form.**

If your co-applicant is having trouble accessing their e-GAP account then you may send them appendix 4, highlighting the information that is required from them. Please note that the character limits includes spaces and special characters. Following this you may enter this information on their behalf on the e-GAP application form. We would request you to send a PDF version of the completed form before submission to your co-applicant to ensure the correct information has been provided.

**Application sharing:** You can allow other e-GAP users view your draft application, in advance of submission, by providing their email address and entering the permissions you want them to have. They will be able to log in using their existing password and also see and, depending on permissions, amend your application. To do this, the other e-GAP user needs to click on My Applications once they have logged on in order to see your application.

**Application deletion:** You can delete your application at any time and will be able to recover it for a period of 7 days afterwards. After this it will be permanently removed from the system.

**The Application Form**
The ‘Funding schemes’ section of your e-GAP² account will show all rounds currently open for application and any applications you have made. To make an application click on ‘Apply now’ in the required round: the scheme name description and round deadline are displayed here.

The Applicant must start, complete and submit the application from their own e-GAP² account.
The application can be completed by using the navigation tabs on the e-GAP² screen. It is divided into several sections:

- Summary
- Applicant Personal Details (UK Scientist)
- Applicant Career Summary (UK Scientist)
- Co-Applicant Personal Details (Indian Scientist)
- Co-Applicant Career Summary (Indian Scientist)
- Organisations (UK host organisation)
- Proposal
- Financial Details
- Nominated Referees
- Equal Opportunities

Once you have started your application the status will be shown, i.e. draft incomplete / draft complete (when all mandatory fields are complete) / submitted (to the UK host organisation) / approved (authorised by the UK host organisation and submitted for consideration).

PLEASE NOTE THAT IT IS ESSENTIAL THAT YOU CREATE A PDF OF YOUR COMPLETED APPLICATION (by clicking ‘Print Application’), AND CHECK IT THOROUGHLY, INCLUDING UPLOADED PDF FILES, BEFORE SUBMITTING IT FOR APPROVAL BY YOUR HOST ORGANISATION. IT MAY NOT BE POSSIBLE TO RECTIFY MISTAKES IN TIME FOR THE DEADLINE.

Completing the e-GAP² form
In the below table each box represents a tab on the e-GAP² application form; the left-hand column contains the questions within each of these tabs as set out in the form; the right-hand column contains useful guidance on its completion. Please read these notes carefully as you fill out the form.

**SUMMARY**

| Summary table | When your application form is complete, all sections on this summary table will have a green tick. **A green tick will only appear when all the mandatory fields in that section have been completed.** All mandatory fields are marked with an asterisk ‘*’. Only then will a ‘Submit’ button appear for you to be able to submit your application. |

**APPLICANT PERSONAL DETAILS (TO BE COMPLETED BY THE UK APPLICANT)**

<table>
<thead>
<tr>
<th>Title</th>
<th>Please take care to complete this accurately. Errors in this section can cause difficulties in the processing of your application</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td></td>
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<td>Surname</td>
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<tr>
<td>Institution</td>
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<tr>
<td>Address</td>
<td>Please enter the details of the UK applicant including academic title</td>
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<tr>
<td>Nationality</td>
<td>Please state nationality</td>
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<tr>
<td>Email address and telephone numbers</td>
<td>Please state email address and telephone numbers</td>
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</tbody>
</table>

**APPLICANT CAREER SUMMARY (TO BE COMPLETED BY THE UK APPLICANT)**

<table>
<thead>
<tr>
<th>Statement of qualifications and careers</th>
<th>List qualifications (including dates) in reverse chronological order. Click on ‘Add Qualification’ for each qualification, academic position. Please note this field is mandatory.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field of Specialisation</td>
<td>Please list your specialist area of research (<em>max. 200 characters</em>)</td>
</tr>
<tr>
<td>Outline of Present Research</td>
<td>Please provide a brief statement outlining your present research (<em>max. 2,500 characters</em>)</td>
</tr>
<tr>
<td>Publications</td>
<td>Please provide in reverse chronological order, full details of five of your recent publications in refereed journals and / or recent Patents (<em>max 2500 characters</em>)</td>
</tr>
<tr>
<td>Subject Group</td>
<td>Please select from the drop down box</td>
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<tr>
<td>Subject</td>
<td>Please select from the drop down box</td>
</tr>
<tr>
<td>Present Position</td>
<td>Please give the start date, title and institution of your present appointment (<em>max 200 characters</em>)</td>
</tr>
<tr>
<td>Present Department</td>
<td>State department (<em>max. 150 characters</em>)</td>
</tr>
</tbody>
</table>

**APPLICANT PERSONAL DETAILS (TO BE COMPLETED BY THE INDIAN CO-APPLICANT)**

**PLEASE REFER TO THE SECTION ON ADDING AND VIEWING CO-APPLICANT’S DETAILS (PAGE 10)**

<table>
<thead>
<tr>
<th>Title</th>
<th>First Name</th>
<th>Surname</th>
<th>Institution</th>
<th>Address in India</th>
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<tbody>
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<td>Please take care to complete this accurately. Errors in this section can cause difficulties in the processing of your application</td>
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<td></td>
<td>Please enter the details of the Indian co-applicant including academic title</td>
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</tbody>
</table>
**Nationality**
Please state nationality

**Email address and telephone numbers**
Please state email address and telephone numbers

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**APPLICANT CAREER SUMMARY (TO BE COMPLETED BY THE INDIAN CO-APPLICANT)**

<table>
<thead>
<tr>
<th><strong>Statement of qualifications and careers</strong></th>
<th>List qualifications (including dates) in reverse chronological order. <strong>Click on 'Add Qualification'</strong> for each qualification, academic position. Please note this field is mandatory.</th>
</tr>
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<tbody>
<tr>
<td><strong>Field of Specialisation</strong></td>
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<tr>
<td><strong>Outline of Present Research</strong></td>
<td>Please provide a brief statement outlining your present research <em>(max. 2500 characters)</em></td>
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<td>Please provide in reverse chronological order, full details of five of your recent publications in refereed journals and / or recent Patents <em>(max 2500 characters)</em></td>
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<td><strong>Subject</strong></td>
<td>Please select from the drop down box</td>
</tr>
<tr>
<td><strong>Present Position</strong></td>
<td>Please give the start date, title and institution of your present appointment <em>(max 200 characters)</em></td>
</tr>
<tr>
<td><strong>Present Department</strong></td>
<td>State department <em>(max. 150 characters)</em></td>
</tr>
</tbody>
</table>

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**ORGANISATIONS**

**UK Host organisation**

Please be aware that it is the UK applicant’s responsibility to ensure that the complete application is submitted in time for the host organisation to process it and provide their approval by the closing date. Once they have checked your application they will contact you if any changes are required. It is recommended that you allow at least five working days for this process.

Please select your Host (UK) Organisation from the drop-down menu.

All applications must be approved by the host organisation authorities e.g. research grants office, finance department, etc. The approving department will receive email notification once you have completed your application and submitted it. They will be asked to provide approval and then submit the application to the Royal Society.
**PROPOSAL**

| **Subject Group** | Please select from the drop down menu. If the specific subject group or discipline of the project (only enter main subject) is not listed, please select the closest option (e.g. Chemistry)

Or

If your applications is within one of the three priority areas, please select:

**Engineering** (Sustainable Cities and Urbanisation)

**Human Health** (Public Health and Well Being)

**Agriculture** (Water, Food and Energy Nexus) |
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<td><strong>Subject</strong></td>
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| **Rationale and Motivation** | Please provide us with details regarding:

(*maximum 1,500 characters, including spaces*)

Why this is an appropriate topic?

What new developments will be discussed?

Why these are timely? |
| **Outcomes** | Please provide details of what is expected as a result of the meeting. Please also state how you are planning to develop any new partnerships? Please try to be specific as possible

(*maximum 1,500 characters, including spaces*) |
| **Start Date** | Please enter the start date of the meeting. Please note that the meeting must not exceed more than 3 days i.e. 4 nights and MUST take place between October 2014 and March 2015. |
| **End Date** | Please enter the end date of the meeting |
| **Location of networking activity - Country** | Please state whether the meeting will take place in INDIA or the UK |
| Justification | What will your research gain from this meeting?  
**maximum 1,000** |
| --- | --- |
| Tentative Agenda | Please upload a PDF file of your tentative agenda for the 3 day meeting.  
**Please add the actual name of the invited participant in the meeting schedule. Please also include details of what will be discussed at each session (topics and titles).**  
To upload a PDF file of your detailed agenda select ‘Add’ in the ‘Field Documents’ box. You must write ‘**See attachment**’ in the following appropriate box. PDF files should be portrait orientation, approximately two side of A4. |
| Participants | Please upload a PDF file which lists ALL potential attendees for this meeting. You are encouraged to invite participants from various institutions in India and the UK. Please provide the following information for each participant:  
**Name & title**  
**Position**  
**Field of expertise**  
**Short explanation as to why they have been selected to participate in this meeting.**  
You can only invite a maximum of 20 participants in total (5 from the visiting country and up to 15 from host country. **These meetings are NOT intended as a forum for presenting papers etc and should NOT exceed 20 attendees.**  
To upload a PDF file select ‘Add’ in the ‘Field Documents’ box. You must write ‘**See attachment**’ in the following appropriate box. PDF files should be portrait orientation, approximately two side of A4. |
| Benefits to individuals and institutions | What are the prospective benefits of this scientific seminar will be to individuals and institutions involved in the UK and India |
| Benefits to the UK | What are the prospective benefits this scientific meeting could bring to the UK science base (maximum 600 characters) |
| Benefits to Overseas Country | What are the prospective benefits this scientific meeting could bring to the Indian science base (maximum 600 characters) |
| Multidisciplinary Proposals | The scientific meeting may be specific to a particular field of science or cross disciplinary in nature.  
If the scientific meeting is **cross disciplinary**, please indicate in this field the specific subjects which this meeting with cover, since your application may need to be |
considered by panel members from both the physical and biological sciences.

If your application is within the one of the following three priority areas, please indicate this on the form:

- Sustainable Cities and Urbanisation
- Public Health and Well Being
- Water, Food and Energy Nexus

You will need to enter either one of the following sentences:

- Yes, my application is cross disciplinary and the subjects this meeting will cover is e.g. Chemistry and Biology
- No, my application is specific to a particular field of science e.g. Chemistry
- My application is within one of the three priority areas listed above

(maximum 300 characters)

You are required to upload (PDF) two letters of support (on headed paper) from the Heads of Departments in India and the UK.

**Letter of Support - From the Head of Department in India** - This letter will need to be signed and a copy uploaded onto the electronic form.

**Letter of Support – From the Head of Department in the UK** - This letter will need to be signed and a copy uploaded onto the electronic form.

If either of the UK or Indian scientists is the Head of Department you must find another suitable person within the same institution to write the letter of support e.g. Head of Division.

Please ensure that each letter of support from the Head of Department is no more than 1 side of A4 (on letter headed paper and signed with no more than 3MB in size). PDF files should be portrait orientation.

To upload PDF file select ‘ADD’ in the ‘field documents’ box. You must write *See attachment* in the appropriate box. **This field is mandatory.**

Please note that copies of these letters will also need to be sent to the DST by the Indian applicant.
## FINANCIAL DETAILS

| Sum requested from the Royal Society | Enter the total sum requested from the Royal Society. Please note, you may be asked to revise the budget if the costs are considered unreasonable by the Royal Society.

If the meeting is to be held in **India** – you will only be able to request funds to support up to 5 international airfares (economy class) to final destination in India (this can include travel to the UK airport)

If the meeting is to be held in **the UK**, you will need to request funds to support the following costs:

- Internal travel for ALL attendees (train fare or internal flights, taxi to and from the meeting venue.
- Hire of meeting rooms and audio visual equipment
- Accommodation for all external attendees (up to 4 nights)
- All meals (breakfast, lunch and evening dinners whilst the scientific seminar is taking place.) |
| Start Date | Enter the proposed start date of the meeting (this should be between October 2014 and March 2015). |
| Amount requested from overseas partners (DST in India) | Enter the sum requested from the DST. Please note, you may be asked to revise the budget if the costs are considered unreasonable by either the DST or Royal Society.

Please note that the total amount requested from both the Royal Society and DST should NOT exceed £12,000.

Refer to the previous section on what you will be able to claim depending upon whether the meeting takes place in the UK or India. |
| Justification | The Society and DST will cooperate to share costs on the principle of the sending side paying for international travel and the host side paying local subsistence including |

Please provide us with a breakdown of ALL costs (Royal Society and DST costs). The breakdown should be split as follows and should include ALL participants up to a maximum of 20 attendees (India and UK) |
If the scientific meeting is taking place in India, please split the costs as follows:

- Up to 5 international economy airfares to India (**Please enter the amount in £ sterling**). Include any internal travel costs to the UK airport
- Internal travel including any train fares, taxi to and from the venue in India (**Please enter the amount in Indian Rupees**)
- Hire of meeting rooms and AV (**Please enter the amount in Indian Rupees**)
- Accommodation in India for all external attendees – up to 4 nights (**Please enter the amount in Indian Rupees**)
- All meals (breakfast, lunch and evening dinners whilst the seminar is taking place (**Please enter the amount in Indian Rupees**)

OR

If the scientific meeting is taking place in the UK, please split the costs as follows:

- Up to 5 international economy airfares to the UK (**Please enter the amount in Indian Rupees**). Include any internal travel costs to the airport
- Internal travel including any train fares, taxi to and from venue in the UK (**Please enter the amount in £ sterling**)
- Hire of meeting rooms and AV (**Please enter the amount in £ sterling**)
- Accommodation in the UK for all external attendees – up to 4 nights (**Please enter the amount in £ sterling**)
- All meals (breakfast, lunch and evening dinners whilst the seminar is taking place (**Please enter the amount in £ sterling**)

An example of how to lay out your financial details

If the scientific meeting is taking place in India, please split the costs as follows:

Cost of 5 International economy airfares to India £......

(include any travel costs to and from the airport)
Total Cost to Royal Society £...... (in sterling)

Cost of internal travel within India Rs.....

Hire of meeting rooms and AV Rs.....

Accommodation in India for all external participants Rs.....

All meals (breakfast, lunch and evening dinners) Rs.....

(whilst the seminar is taking place)

Total Cost to DST Rs.... (in rupees)

If the scientific meeting is taking place in the UK, please split the costs as follows:

Cost of 5 International economy airfares to the UK Rs......

(include any travel costs to and from the airport)

Total Cost to DST Rs  (in rupees)

Cost of internal travel within the UK £.....

Hire of meeting rooms and AV £.....

Accommodation in the UK for all external participants £.....

All meals (breakfast, lunch and evening dinners) £.....

(whilst the seminar is taking place)

Total Cost to Royal Society £.... (in sterling)

EQUAL OPPORTUNITIES

Equal opportunities

The Royal Society is committed to its policy of Equal Opportunity in the provision of its grants and awards. Please help us to monitor the effectiveness of this policy by providing the following information concerning your age, gender, ethnic origin and disabilities (if any).

This information will be kept separately from the rest of your application and will not be seen by those involved in making decisions in the selection process, including referees etc.

This section is optional. The Society would however, greatly appreciate it if you could complete the details.

You must either complete the form or tick the box stating that you do not want to complete the form. If you do not tick either of the boxes the system will regard your application as incomplete and will not allow you to submit it.
Nominated Referees

Under the Nominated Referees tab, you need to input emails/details of two academics. Statements from the two nominated referees are required and these must be submitted by the referees via eGAP² by the reference deadline.

The guidelines for choosing a nominated referee are as follows:

- The primary consideration is that he/she is able to comment independently and authoritatively on the application and area of research involved

- The applicant (UK Scientist) and co-applicant (Indian Scientist) will need to confirm with their referees that he/she is happy to provide a reference by the deadline (electronic version to Royal Society and paper-based version to DST)

- Nominated referees from the same institution as the applicant or co-applicant are not accepted. The referee must not be a member of the Royal Society Networking Panel or a member of the Royal Society’s Council. Please liaise with your referee or contact the Royal Society if in doubt.

Applicants need to ensure that all referees are willing and available to provide a reference via eGAP² by the reference deadline before submitting the application. Your referees must be able to supply their statement within 5 working days of the round closing date. References are to be submitted via e-GAP² by 18 June 2014 at the very latest.

Late references will not be accepted. Incomplete references or if either of two nominated referees are not based in the UK will mean that an application will be deemed to be ineligible.

Please check which email address the referee would like you to use as they may already be registered on the Royal Society’s e-GAP² system. Mistakes may delay the processing of your application. To add each referee click ‘Add Referee’ and enter their email address. Check if they are already registered on e-GAP² by clicking ‘Check Email’, and if not, enter their details. You can then select ‘Contact Now’ to inform them you have added them as a referee. If you select ‘Don’t Contact’, the referee will not be contacted at this stage. We strongly advise you to select ‘Contact Now’ to inform them you have added them as a referee. You must click ‘Save’ after making your selections to ensure that you have added your referees correctly.

Please pay particular attention to ensure you give the correct email address of any referee in the application.

If you clicked on ‘Don’t Contact’ when adding a referee, on approval of the application the referee will automatically be contacted by email to request the reference via the e-GAP² system.

No provision is made for non-receipt of these automatic emails; please check the referee has been contacted and is able to log-in to the Royal Society’s e-GAP² system. The Royal Society will not be held responsible for automated emails that are not received due to address errors or spam filters.

Please keep your referees updated on the progress of your application.
You should send your referees a copy of your application and Appendix 2 (page 25 of these notes), and advise them that the reference must be submitted via e-GAP² and that the reference will not be accepted in any other format.

It is the Applicant’s responsibility to ensure that referees’ statements are submitted in time.

Ethical policy

- Applicants are expected to ensure that any ethical issues arising from their research projects will be covered by the relevant professional Code of Conduct. Where this does not apply, Applicants are expected to ensure that ethical approval is obtained from the host organisation.

- For research projects involving the use of animals for experimentation, Applicants must comply with the ‘Statement of the Royal Society’s position on the use of animals in research’. The Statement can be found at http://royalsociety.org/News.aspx?id=1254&terms=animal+policy

Submission Process by the UK applicant through the Society’s e-GAP system

- Once the e-GAP² application form is complete, you are strongly advised to create a PDF version of it and check it thoroughly (including email addresses) before submitting it for approval by your UK host organisation.

- Once you have submitted your application for approval, an automatic email will be sent to the approving department at your host organisation asking them to log on to the system. You will not be able to edit your application after it has been submitted for approval. The approver will either: approve and submit your application; contact you to request modifications; or decline your application and contact you.

- It is your responsibility to ensure that you complete your application in time for the UK host organisation to process it (including requesting changes) and provide their approval by the round closing date. We recommend that you allow at least 5 working days for this process.

- If your host organisation approver requests modifications through the e-GAP² email facility, they can unlock your application, allowing you to edit it. Once you have completed the requested changes, please re-submit your application for approval. Please also contact your UK sponsor and alert them to the changes.

- Once the UK host organisation has approved your application and submitted it to the Royal Society it will not be possible to make any changes.

- Once the closing date has passed, host organisations cannot approve applications and submit them to the Royal Society and unapproved applications are removed from consideration. No late applications will be accepted.

- When your application has been approved and if you did not click on ‘Contact Now’ when completing your application, those detailed in the Nominated Referee section will receive automated emails requesting them to provide their statements/references on e-GAP². These references should be submitted by 18 June 2014 at the latest. It is the applicant’s
responsibility to ensure the all references and statements as outlined in these notes are submitted by the reference deadline.

- We recommend you check that your application and references are submitted on time. To see details of the host organisation approver and to check the submission status of your application and references, log into e-GAP\(^2\) and click on the link to the Application Summary.

See Appendix 1 for a flow diagram of the application process.

**Other sections/buttons**
Information – you can download the scheme notes, conditions of award or other supporting documents here.
Submit for approval – once all sections have been completed the Submit button will become active, please check through your application carefully before submitting.
Offers – this will only become active if your application is successful and you have been offered an award.
- Share application – you can use this button to allow others to view your application through their e-GAP\(^2\) accounts by providing the email address they use as their log-in.
- Delete/recover application – if you decide not to apply you can use this to delete your application, once deleted you can recover your application for up to 7 days after the time of deletion.

**Hints and tips**
The Scheme is competitive and as such it is important to make the best case for your application. You should:
- Include all relevant information and supporting arguments in the application; the application stands alone and there is no opportunity for reconsideration on further evidence after assessments have been made. Please also note that extra information cannot be added to applications that have been approved by the UK host organisation.
- Pay close attention to the assessment criteria to ensure you are providing the necessary information to show how your application meets these.
- Present your application clearly. In addition to an excellent research proposal, demonstrating evidence of good planning, financial responsibility and measurable outcomes are very important.

**Check list**
Please use the following check list to ensure that you have completed all stages of the application process by the relevant deadlines:

1. Complete e-GAP\(^2\) application form at least one week before the closing date.
2. Before submitting your application, check that those detailed in Nominated Referees sections are available and willing to provide references by 18 June 2014.
3. Submit application to UK host organisation approver via e-GAP\(^2\) at least 5 working days before the round closing date.
4. Check that the UK host organisation approver has approved your application by 10 June 2014.
5. Send copies of your application and Appendix 2 (‘Instructions for Referees’) to those detailed in the Nominated Referee sections.
6. Check that those detailed in the Nominated Referee sections have completed their references by 18 June 2014. You can view the status of the references on the application summary in your e-GAP\(^2\) account.
7. Ensure that a PDF version of the application form is mailed to the DST.
Appendix 1
Submission process flow diagram

Scheme is advertised on both the Royal Society and DST website

UK Applicants fill in forms online via e-GAP²
(the form can then be shared with the Indian applicant)
Remember to upload supporting letters from the Head of Departments from India and the UK and upload list of participants to the meeting (20 in total)

Application is submitted via e-GAP to the UK Host Organisation’s approving department at least five days before official deadline

UK Host Organisation Approval via e-GAP²

10 June 2014 – Call closes
Final submission to:
Royal Society (UK) via e-GAP²
A PDF copy of the application form is mailed to the DST

Application is checked for eligibility and complete set of references.

Those applications which have been sent to both the Royal Society and the DST will be assessed

Awards are announced by the Royal Society and the DST

Once the application is submitted, a PDF copy of the form must be mailed to the DST

Automatic reference request of:
1. Statement from nominated referees
   (online). A total of two references are required.

Reference must be provided via e-GAP within 5 workings days of the final submission deadline.

It is the responsibility of the UK and Indian applicants to ensure that references are submitted by the reference deadline of:
18 June 2014

The RS & DST will check that an application has been submitted on both sides and that references have been received.

Rejection
Appendix 2

Guidance for Referees on e-GAP²

If you have been detailed as a referee by the UK applicant or by the Indian cc-applicant for an India-UK Scientific Seminar, this reference should be provided electronically via the Royal Society’s e-GAP² (electronic Grant Application and Processing) system https://e-gap.royalsociety.org.

Once the Applicant has submitted their application you will be contacted by the system requesting your reference. References can be submitted before and up to 5 working days after the round closing deadline. The deadline for the submission of references/statements is 18 June 2014 (very latest).

Obtaining your log in details
Your login details will be dependent on the email address that the Applicant provided for you in their application. If you have never used e-GAP² before, an account will have automatically been generated for you using the email address supplied by the Applicant. If you have forgotten your password, do not know your password or are using e-GAP² for the first time, click the ‘Forgotten Password?’ link and enter the email address supplied by the applicant in the application (Please contact the applicant directly if you are unsure of the email address inputted). An email containing a link to reset your password will be sent to you. Click on the link to set/reset your password. (Knowledge of previous passwords is not required.) Please note that the email link is time limited and will become inactive after 30 minutes of being requested. Therefore please only click on the ‘Forgotten Password?’ link when you are able to complete the process within 30 minutes.

Please note that your login details can also be used in future for any other tasks and are not just relevant to this reference.

Please note: The email address is the unique identifier on e-GAP², so it is important that you always use the exact same email address that the Applicant has provided in the application when logging on to e-GAP². If you are already registered on e-GAP/ e-GAP² please advise the Applicant to use the appropriate email address.

Information required
You may be asked specific questions related to the application so please log-on and look at the application and the reference form before formulating your response. You may be asked about either the UK or Indian scientist. You will not be expected to know either or both personally.

Please note that there will be a size limit imposed on the reference; please check your statement is within the limit. The limits refer to characters, not words, and that the count includes spaces. We recommend that you first type and save the text in a word processor and check the character limit before pasting it into e-GAP². If you exceed specified character limits the system will not allow you to save and submit your reference.

Using e-GAP²
The e-GAP² system automatically logs you out after periods of inactivity (typing is not considered activity). Therefore we recommend that you save your work frequently or, preferably, write your reference in a word processor first and then copy the text into e-GAP², using the following instructions:
1. Go to the e-GAP² website: https://e-gap.royalsociety.org/Login.aspx

2. Enter your email login. If you have never used e-GAP² before, an account will have automatically been generated for you using the email address supplied by the Applicant.

3. Enter your password. If you have forgotten your password, or are using e-GAP² for the first time, click the ‘Forgotten Password?’ link and enter your email address (the same one as entered by the Applicant). An email containing a link to reset your password will be sent to you. Please note that the email link is time limited and will become inactive after 30 minutes of being requested.

4. Click on ‘Tasks’

5. Click on ‘Reference List’

6. Click on ‘Provide Reference’ (if you would like to view a PDF of the application first, click ‘Print Application’, or you may view the application form in its original format by clicking on ‘View Application’ on screen at the top of the reference form).

7. Complete all tabs of the reference form and click on ‘Save’ at regular intervals as you proceed.
   - Your personal details (select ‘Other’ if your institution is not listed in the drop-down menu)
   - The written reference (please ensure that your statement is within the specified character limit including spaces otherwise it will be cut short)
   - Scores

Click on ‘Save’ and then ‘Submit’ (If the ‘Submit’ button does not appear, one of the mandatory fields, indicated with *, has not been completed. Please check all necessary fields are complete and click ‘Save’ again – the ‘Submit’ button should then appear.) When you have successfully submitted your reference, you should get acknowledgement of this on the screen, in the top left hand corner.

Your reference is then automatically forwarded to the Royal Society.

**Contacting us:**
If you encounter any other problems with accessing the referee form please contact us using the details below. It is helpful if you can provide the name of the UK Applicant, or either of their email addresses. At least one of these will be given in the reference request email.

**Email:** international.seminars@royalsociety.org
**Tel:** +44 (0)20 7451 2565