

## Industry Fellowships 2014 (Round 2)

### 1. Overview

The Industry Fellowship scheme aims to enhance knowledge transfer in science and technology between those in industry and those in academia. It provides opportunities for an academic scientist to work on a collaborative project with industry, or someone employed in industry to work on a collaborative project with a university department or not-for-profit research organisation. It is anticipated that fellows will establish personal and corporate links between the two sectors in the UK as a foundation for their long-term future development.

These appointments are funded by the Royal Society, the Engineering and Physical Sciences Research Council, the Biotechnology and Biological Sciences Research Council, the Natural Environment Research Council, Rolls-Royce plc and BP plc.

**Subjects covered:** Natural sciences (including agriculture, mathematics, biotechnology, environmental research, medical and engineering sciences). Projects at any stage from fundamental science to industrial innovation will be supported.

**Eligibility:** Applicants can be of any nationality and should be at a stage in their career when they would particularly benefit from establishing or strengthening personal and corporate links between the two sectors as a foundation for long-term future collaboration and development. They should hold a PhD or be of equivalent standing in their profession and hold a permanent post in either a UK university, a not-for-profit research organisation (e.g. the Marine Biological Association) or UK industry. Not-for-profit research organisations are not eligible to act as the industrial partner.

**Length of tenure:** Awards can be for any period up to two years' full-time or pro rata, *i.e.* could be held at 50% part-time for four years enabling fellows to maintain links with their employing institution more easily.

**Place of tenure:** Must involve transfer between UK private industry and a UK university or a not-for-profit research organisation.

**Industrial Partners:** We encourage applications involving spin-offs or small companies provided they have a well-established research team and facilities. Self-employed consultants are not eligible to apply as the industrial partner. Applicants from industry must state clearly how the fellowship will benefit the not-for-profit research organisation or university; especially in cases where the applicant has financial involvement within the company. Applicants should also state what complementary skills the employees at the company have to offer.

**Value:** The fellow's basic salary only will be paid during the secondment; the employing institution continues to pay national insurance and pension contributions. Research expenses may be claimed up to the value of £2,000 per year.

**Assessment Process:** The Royal Society Industry Fellowships panel will assess all applications and consider the following:

- the quality of the proposed science;
- the track record of the Industry fellowship applicant;
- the potential impact of the applicant's research;
- the benefit to the academic and industrial/commercial organisation.

**Closing date: 2014 Round 2: – 27 March 2014**

Past experience suggests that results will be available about five months after the closing date. Please note that we will not be holding interviews for these fellowships.

Applications can only be submitted online on the Royal Society's electronic Grant Application and Processing (e-GAP) system <https://e-gap.royalsociety.org>. Applications cannot be submitted on paper. If you would like any further information on this scheme, about the e-GAP process, or on the submission of your application, please contact the Grants Section, The Royal Society, 6–9 Carlton House Terrace, London, SW1Y 5AG (email: [innovationgrants@royalsociety.org](mailto:innovationgrants@royalsociety.org)).

## 2. The Royal Society and Society of Chemical Industry PhD studentships

The Society is collaborating with the Society of Chemical Industry to provide some successful Industry Fellowship applicants with funding for a PhD studentship. The source of this funding is the legacy of Dr Sydney Andrew a former Fellow of the Royal Society and Member of the Society of Chemical Industry. Applicants from academia may apply for a PhD studentship as part of their Industry Fellowship application only if their research is:

- Within the remit of the Society of Chemical Industry;
- In an area of science which although of importance in agriculture and the chemical industry nevertheless receive scant attention from academic research.

Funding is available for one PhD studentship per round. Applicants for a PhD studentship are expected to make a case outlining why they believe the area of science would be considered to receive scant attention from academic research.

**Subjects covered:** The Society of Chemical Industry's remit covers the application of chemistry and related sciences in key societal sectors: Food & Bio-renewables, Water, Waste & Environment, Energy, Materials & Manufacturing, Health & Wellbeing, focusing on cross-cutting themes such as Innovation, Sustainability, Wealth Creation, Business/Industry Transformation and Efficiency.

**Eligibility:** Only Industry Fellowship applicants employed by a UK university will be eligible to apply for a PhD studentship as part of their Industry Fellowship application. The Industry Fellow will be the main PhD supervisor and the industrial partner must agree to act as the industrial co-supervisor.

The PhD studentships are awarded for a fixed period of three years full-time and cannot be taken on a part-time basis. The Industry Fellowship applicant must apply for a period of 4 years part-time (50% FTE) to ensure that they have sufficient tenure to cover the length of the PhD studentship.

PhD students must not be working on highly sensitive/confidential research which may prevent the disclosure or communication of their work. If you believe that the research may fall within this category during the duration of the studentship then we would advise that you do not apply for a PhD studentship. The Royal Society will not fund these studentships.

All PhD candidates must have at least an upper second class degree in any of the natural sciences to be eligible to be considered. Candidates with a lower second class degree will be considered only if they hold a master's degree.

**The PhD candidate:** If a candidate for the studentship is identified prior to the submission of the Industry fellowship application, then the proposed candidate's CV should also be submitted as part of the Industry Fellowship application. If however no candidate has been identified at the time of application then the Industry Fellow must provide a copy of the CV to the Royal Society subsequently for approval before the

studentship will be confirmed. The Royal Society retains the right not to approve the proposed candidate's appointment to the PhD.

**Value of the PhD studentship:** The studentship covers the University tuition fees, stipend and research consumables up to the maximum values detailed below:

PhD studentship	Year 1	Year 2	Year 3
Stipend (fixed value)	£13,863	£13,863	£13,863
Tuition Fees (max. value)	£3,996	£3,996	£3,996
Research Consumables (max. value)	£3,000	£3,000	£3,000
Total (max. value)	£20,859	£20,859	£20,859

The studentship can be offered to UK-based and International students. International students must have the right to remain in the UK for the full period of the studentship award. The Society will only pay University fees at a rate equivalent to that of a UK student and will not meet the full cost of the University's international student fees. Under no circumstances should the stipend value be used to meet any tuition fee or research consumables shortfall.

**Host Institution's undertaking:** Although the studentship is awarded as part of the Industry Fellowship, the studentship is awarded to the academic organisation **not** the Industry Fellow. The academic institution by approving the Industry fellowships application (where a PhD student is requested) is confirming that:

- They will register the student at the University for a PhD and ensure that supervisory arrangements for the student;
- Adequate facilities and resources will be available to the PhD student for the research training;
- A safe working environment is provided, meeting the requirements of health and safety legislation, and any other legislation concerning the health, welfare and rights of students, including the Data Protection Act;
- The student will receive the same access to training and support as other PhD students in the department;
- In the event that the Industry Fellow moves academic institution before the end of the studentship, the academic institution must undertake to provide alternative arrangements for the supervision of the student.

### 3. e-GAP general information

It is recommended that you take particular note of the following points

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

**Automatic log-out:** You are advised to save your work regularly to prevent accidental loss of text. In particular you should be aware 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. Please note that typing and moving between *tabs* within an application is not considered an activity, you need to have pressed the save button or have moved from one *page* to another.

**Multiple sessions:** You should not have multiple browser windows/tabs of your application open at the same time. Only one user should edit an application at a time, otherwise changes might be lost.

**Character limits:** When completing boxes that have a restricted length (note that it refers to characters and not words and that the count includes spaces) you should note that if you exceed the specified amount you will not be able to save when you press the save button. You should type the text for the longer-length boxes in a word processor. You will then be able to check the character limit and paste it into e-GAP. You will then

still have a copy of the text to return to in the word processor. The character limit applies to text boxes, the page limit to PDFs.

**Plain text:** If entering plain text, please avoid using symbols as some may not be accepted by e-GAP. You should generate and view a PDF of your application (by choosing 'print' on the form) to check that the application appears as you want it to.

**Uploading PDF documents:** When uploading PDF documents, please add your name and a heading at the top of every page to show what the document is, eg personal statement, list of publications, etc. Please avoid uploading documents containing illustrations with fine details or colour as this can cause problems when creating a PDF of the application. Please note we will only print your applications in black and white.

**Email addresses:** The e-GAP system relies heavily on automatic email contact. It is essential that you ensure you enter accurate email addresses where requested as it may cause considerable delay in the submission/processing of your application if any of these are incorrect. You cannot make changes to email addresses after your application has been submitted for approval.

**Submission:** You will not be able to submit your application until you have completed each section in full. You should submit your application for approval by a designated approver at your host organisation at least 5 working days before the closing date to allow for your host organisation's administrative procedures.

**Application sharing:** You can let 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. **If you choose to do this, the sharer needs to click on My Applications once they have logged on to see your application.**

**Application deletion:** You can delete your application at any time although it is often a lot easier to just re-edit your existing application. You will be able to recover a deleted application for a period of 7 days after deletion. After this it will be permanently removed from the system.

**Application returned for editing:** The approver can return your application to you for further editing (see under Item 3)

**Guidance:** In the tables below you will find in the left-hand each question as set out in the application sections and in the right-hand column useful guidance on its completion.

**Further clarification:** If any of this advice is unclear, or you need further information, please do not hesitate to seek clarification from the Grants Team (email: [innovationgrants@royalsociety.org](mailto:innovationgrants@royalsociety.org)).

#### 4. Completion of Application on e-GAP

<b>Questions asked on e-GAP forms</b>	Guidance on completion of forms
Questions labelled with * are mandatory.	

#### Summary

<b>Summary Table</b>	When your application form is complete, all sections on this summary table will have a green tick. You will then be able to submit your application.
----------------------	--

#### Applicant Personal Details

<b>Title, Initials, Names, etc</b>	Please take care to complete this accurately. Errors in this section can cause difficulties in the processing of your application. Fields will be pre-filled with the details from your e-GAP account. If details are wrong, please make changes and also update your account information by choosing 'My Details' on the first page after login.
------------------------------------	---

#### Applicant Career Summary

<p><b>Publications</b></p> <p>Please only provide details of publications for the last 5 years - in reverse chronological order. If appropriate, give the publisher or URL where each publication may be obtained.</p> <p>If your field of research differs in any way from normal conventions, e.g. lead author first and publications in journals being the main gauge of success, please provide a brief explanation at the top of your publication list.</p>	<p><b>This text box does not have a character limit; you may enter plain text or upload a PDF File in portrait orientation A4.</b> If you upload a PDF document please ensure that it is titled 'Publications' and that you enter 'see attachment' in the text box.</p>
<p><b>Present Position</b></p> <p>Please enter your job title and the <b>source of support (e.g. HEFCE).</b></p>	<p>Please note that an applicant needs to hold a permanent position in academia or industry to be eligible for the Industry Fellowship scheme.</p>
<p><b>Present Employer</b></p> <p>State the organisation name of your current employer. Please enter its official name (e.g. <i>University of Bath</i> rather than <i>Bath</i>).</p>	<p>Maximum 100 characters.(including spaces)</p>
<p>Present Department</p> <p>State your current department (e.g. Department of Astrophysics).</p>	<p>Maximum 100 characters.(including spaces)</p>
<p>Present Position Full Time</p> <p>Please state whether your position is held on a full time or part time basis.</p>	<p>If your position is part-time, please include details in your Curriculum Vitae.</p>
<p>Present Basic Salary</p>	<p><b>Include currency, e.g. 29500 GBP</b></p>
<p><b>Current Funding Description</b></p> <p>Do you hold any research grants etc, or have any</p>	<p>Please provide details of any grants you hold including</p>

other sources of research support?	source, type of support, amounts awarded, duration of award, start and finish dates.
------------------------------------	--

<b>Pending applications</b>	<b>Please give details of any pending applications for research support.</b>
<b>Curriculum Vitae</b> Please list posts and dates for at least the last 5 years in reverse chronological order. Please also include qualifications and date obtained.	<b>PDF file</b> One page portrait orientation A4.  <b>Plain text</b> , maximum 4000 characters (including spaces). If you upload a PDF document please ensure that it is titled ' <b>Curriculum Vitae</b> ' and that you enter 'see attachment' in the text box.
<b>Fellowship date from</b>	Please enter the date you wish to start your fellowship, the date must be the 1 <sup>st</sup> of a month For the second round of 2014 (IF2014R2) please use a start date after 1 September 2014.
<b>Fellowship date to</b>	Please enter the projected end date of your fellowship. Industry Fellowships can be held for a maximum 2 years at 100% and a maximum 4 years part-time, up to a full time equivalent of 2 years.

## Organisations

<b>Host Organisation</b>  Please be aware that it is your responsibility to ensure that you complete your application in time for the host organisation and current employer 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.	<b>Select the host organisation (not your current employer) for your Industry Fellowship.</b> The majority of organisations appear in the drop-down list but if your chosen host organisation is not on the list, please contact the Royal Society ( <a href="mailto:innovationgrants@royalsociety.org">innovationgrants@royalsociety.org</a> ) and provide details of the host organisation as well as its approver (someone who can authorise all applications on behalf of the host organisation).  All applications must be approved by the host organisation such as the research office or finance department. The approving department will receive email notification once you have completed your application and submitted it for approval. They will be asked to provide approval and then submit the application to the Royal Society. They will contact you directly if any changes are required before final submission to the Royal Society.  If there is more than one department that deals with approvals at your host organisation, you will be able to select the department in a second step.
<b>Current Employer</b>  Please be aware that it is your responsibility to ensure that you complete your application in time for the host organisation and current employer to process it and provide their approval by the closing	Select your current employer. The majority of organisations appear in the drop-down list but if your current employer is not there, please contact the Royal Society ( <a href="mailto:innovationgrants@royalsociety.org">innovationgrants@royalsociety.org</a> ) and provide details of current employer as well as its approver

<p>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.</p>	<p>(someone who can authorise all applications on behalf of the current employer. This is normally someone within Finance / HR / Research Office).</p> <p>All applications must be approved by the current employer, e.g. research grants office, finance department, etc. The approving department will receive email notification once your proposed host organisation approval department has provided approval. They will be asked to provide approval and then submit the application to the Royal Society. They will contact you directly if any changes are required before final submission to the Royal Society.</p> <p>If there is more than one department that deals with approvals at your host organisation, you will be able to select the department in a second step.</p>
---	--

## Proposal

<p><b>Subject group and Subject</b></p>	<p>Please select the subject group that most closely reflects the area of research of the proposal. Then select a more specific subject within the group.</p>
<p><b>Project Title</b> Full title (maximum 80 characters) <b>Abbreviated title</b> (maximum 30 characters)</p>	<p>Please ensure that the two versions of the title are within the specified length (spaces should be included in the count).</p>
<p><b>Scientific Abstract</b> Please provide a scientific summary of your proposed project. This should be a summary of your Research Proposal, briefly outlining the background and summarising the aims of your project.</p>	<p><b>Plain text only</b> – please enter a maximum of 3,500 characters (including spaces) in the text box</p>
<p><b>Research proposal</b>  Please provide enough scientific and technological detail to indicate the purpose of the fellowship and to convey feasibility of the project.</p>	<p>This outline proposal should be a self-contained case for support including the following:</p> <ul style="list-style-type: none"> <li>• Background of the proposal</li> <li>• The aim and objectives of the proposal.</li> <li>• The programme of work, including the methods to be used and milestones/timescales.</li> <li>• Details of collaborative arrangements</li> </ul> <p>A maximum of 8000 characters (including spaces) or two pages PDF attachment is allowed.</p> <p>If you upload a PDF document please ensure that it is titled <b>“Research Proposal”</b> and that you enter ‘see attachment’ in the text box.</p>
<p><b>Comply with Policy on use of Animals</b></p>	<p>Please confirm that the project will comply with the Royal Society's position on the use of animals in research (<a href="https://royalsociety.org/grants/policies/">https://royalsociety.org/grants/policies/</a>).</p>

	If this is relevant to your work you must read the statement before you tick either of the boxes.
<b>Comply with Policy on use of Non-Human Primates</b>	Please confirm that the project will comply with the 'Guidelines on primate accommodation care and use' which the Royal Society has signed up to ( <a href="http://www.nc3rs.org.uk/page.asp?id=277">http://www.nc3rs.org.uk/page.asp?id=277</a> ). If this is relevant to your work you must read the guidelines before you tick either of the boxes.
<b>Declare potential interest in the host organisation</b>	In particular, please declare any financial interest you might have in the industrial partner organisation.
<b>Benefits to individuals/institutions</b>	Please describe how establishing or strengthening links between the private and public sector will benefit you at this stage of your career and how the award will lay the foundation for a future long-term collaboration.  <b>Plain text only</b> – please enter a maximum of 2,000 characters (including spaces) in the text box.
<b>Lay Report</b>  Please ensure that you follow the instructions about the level of expertise and other information required in this report. The reviewers place significant importance on this part of the application.	Please provide a lay summary of your proposed project. This should be understandable by an A-level science student. You should explain why you have chosen to work in this subject area and what it is about your proposed research that you find particularly exciting, interesting or important. Please also explain the potential impact or wider benefits to society of your research.  <b>Plain text only</b> – please enter a maximum of 3,500 characters (including spaces) in the text box.
<b>Host department</b>	Please provide the name of the department at your proposed host organisation (not the current employer) where you intend to hold your fellowship.
<b>Suggested Reviewers</b>	Please list one or two people who are familiar with your work and who we could potentially approach for independent references. These should be people who you think would be familiar with the field of your work, but who do not know you so well as to be unable to be objective.
<b>Details of PhD student</b>  For applicants from academia eligible to include the PhD studentship as part of their Industry Fellowship application (see page 3)	If the PhD student is known at the time of the application, please provide details and upload a CV (2 pages) in the supporting document section. If unknown, please provide details of the academic background expected for the prospective PhD student. Please forward the CV of the student to the Grants team for approval before appointing the student.  <b>Plain text only</b> – please enter a maximum of 1,500 characters (including spaces) in the text box.

<b>Plan of the PhD project and supervision of the PhD Student</b>	<ul style="list-style-type: none"> <li>• Outline a brief proposal and working plan for the PhD student;</li> <li>• Give details of the supervision of the PhD student, in particular with regard to the arrangements with the industry co-supervisor.</li> </ul> <p>A maximum of 4000 characters (including spaces) or one page PDF attachment is allowed.</p>
<b>Eligibility of the PhD Studentship</b>	<ul style="list-style-type: none"> <li>• Justify the eligibility of this PhD studentship, by explaining how the subject is relevant to the Society of Chemical Industry and in an area of science which although of importance in agriculture and the chemical industry nevertheless receive scant attention from academic research</li> </ul> <p>A maximum of 1500 characters (including spaces) is allowed.</p>

## Financial Details

<b>General Information</b>	<p>The Royal Society will provide a salary contribution to the employing organisation only. The salary contribution is calculated as the basic salary (excluding oncosts) paid pro-rata against the amount of time committed to the fellowship per year.</p> <p>Up to £2000 can be claimed for research expenses per year.</p> <p>Eligible applicants may include fund request for a PhD studentship supported by Society of Chemical Industry.</p> <p>Applicants must consult with the appropriate financial administrators before completing these details.</p>
<b>Duration (Years)</b>	<p>Please select this first – on selection the appropriate number of columns will appear.</p>
<b>Financial Details</b>  <b>Basic Salary</b>	<p>Please provide details of the funding required for each year of the research fellowship under the relevant headings.</p> <p>State your required basic salary contribution (based on the percentage full time supplied in the applicant career summary section) including, if appropriate, London Allowance for each year of the research fellowship.</p>

<p><b>Research Costs</b></p> <p><b>PhD Bursary</b></p>	<p>Please do not include the employer's pension costs or National Insurance costs.</p> <p>No other salaries can be requested as part of this research fellowship. The Society reserves the right to provide support at a different level if it is considered appropriate.</p> <p>Please include indexation for each year of the research fellowship. This should include an element for incremental salary rises and an element for cost of living increases. Note: the Society insists that the cost of living increase used should be 3%.</p> <p>Up to £2000 can be claimed for research expenses per year (full or part time).</p> <p>If applying for a PhD studentship, please indicate the total cost per year over three years. Please refer to the PhD studentship value provided on page 3 of this document.</p>
<p><b>Start Date</b> Industry Fellowships provide funding for 2 years full-time equivalent, e.g. 2 years at 100 per cent, 4 years at 50 per cent up to a maximum of 4 calendar years. The date of appointment must be the 1<sup>st</sup> of a month.</p>	<p>Please enter the date you wish to start your fellowship.</p> <p>For second round of 2014 (IF2014/R2) please use a start date after 1 September 2014.</p>
<p><b>Percentage Full Time</b></p>	<p>It is possible to request to hold the research fellowship on a part-time basis with a FTE equal to two years maximum</p>
<p><b>Total (right column)</b> The Society will fund 100% of the salary contribution and research expenses. The Royal Society will only pay salary increases projected in the stated budget. No additional increases to salaries can be paid at a later date.</p>	<p>This is calculated automatically.</p>
<p><b>Overall Total</b> Overall total of funding requested. Please note that the total figure requested for the duration of the research fellowship, once agreed, cannot be exceeded. You will not be able to move funding between headings during the research fellowship</p>	<p>This is calculated automatically.</p>
<p><b>Justification</b></p>	<p>Please provide the cost breakdown of the sum requested and justification for the basic salary, research expenses (e.g. travel, equipment, consumables) and, if applicable, PhD Studentship (stipend, tuition fees and consumables).</p>

## Nominated Referees

### Add Two Personal Referees

Please provide details of two referees who can provide confidential references for you and your application. They will be contacted automatically by email. Please check that they are able to supply their statement via the e-GAP system within one week of the round closing date. You should send them a copy of Appendix 1 below. It is the applicant's responsibility to ensure that all references are submitted by the deadline.

Please check which email addresses your referees as they may already be registered on e-GAP and mistakes may lead to a delay in processing your application.

At least one referee should be someone who has worked closely with you, but the other must be external to your current research group.

Click *"Add Referee"*. Then *"Check email"* allows you to check if they are registered on e-GAP. If they are not, please enter their name and title.

You then have the option to choose *"Contact now"* or *"Don't contact"*. You must select one otherwise the referee may not be added to the application correctly.

*"Contact now"* means that they can log on to e-GAP now and provide their statement, potentially without your application being complete. You may enter a personal message.

*"Don't contact"* means they will be contacted when your application has been submitted and approved, and then they can provide their reference.

Once you have chosen one of these options, you may remove the referee or choose to *"Contact"* them, as described above. Please ensure that you press 'Save' after selecting your referee.

## Departmental Support

### Add Head of Department (HoD)

Please provide details of the Heads of Department of your current employer and your host organisation. They will be contacted automatically by email. Please check that they are able to supply their statement within 5 working days of the round closing date. You should send them a copy of Appendix 1 below. It is the applicant's responsibility to ensure that all references are submitted by the deadline.

For the host organisation, the nominated Head of Department can be the person who will be hosting the Industry Fellow and who should be able to provide a detailed support statement for the application.

Please check which email address the HoDs would like to use, as they may already be registered on e-GAP and mistakes may lead to a delay in processing your application.

Click *"Add HoD"*. Then *"Check email"* allows you to check if they are registered on e-GAP. If they are not, please enter their name and title. You then have the option to two options:

*"Contact now"* means that they can log on to e-GAP now and provide their statement, potentially without your application being complete. You may enter a personal message and you should send them a copy of Appendix 1 below separately.

*"Don't contact"* means they will be contacted when your application has been submitted and approved, and then they can provide their reference.

Once you have chosen one of these options, you may remove the referee or choose to *"Contact"* them, as described above. Please ensure that you press 'save' after selecting your HoD.

## 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; however, the Society would greatly appreciate it if you complete the details. You must either complete the form or tick the box stating that you do not want to complete the form 'Opt Out'.

If you do not tick one or other of the boxes the system will regard your application as incomplete and will not allow you to submit it.

You are advised to print a PDF version of your application and check it thoroughly (including uploaded PDF files) before you finally press submit.

### 5. Submission of application on e-GAP

The closing date for the receipt of applications is Friday **27 March 2014**. Applications must be submitted via the e-GAP system and approved by your current employer and your host organisation before the deadline.

Once you have submitted your application for approval by your current employer and your host organisation, automatic emails will be sent to the approving department of both organisations asking them to log on to the system. You will not be able to edit your application after it has been submitted to your host organisation for approval. The host organisation approver will either: approve and submit your application, contact you to request modifications, or decline your application and contact you.

Please be aware that it is your responsibility to ensure that you complete your application in time for your current employer and the host organisation to process it (including requesting changes) and provide their approval by the closing date. It is recommended that you allow at least five working days for this process.

If your current employer or host organisation approver requests modifications through the e-GAP email facility, they can unlock your application, allowing you to edit it. If they are unsure how to do this, they should contact the Grants Section. Once you have completed the requested changes, please use the application summary to re-submit your application for approval by your host organisation. Please also contact your head of department and alert them to the changes.

Once your current employer and host organisation have approved your application and submitted it to the Royal Society it will not be possible to make any changes.

Please note that once the closing date has passed, host organisation approvers cannot approve applications and submit them to the Royal Society and unapproved applications are removed from consideration. No late applications will be accepted.

It is recommended that you check that your application is submitted in time. To see the details of the host organisation approver and to check the status of your application, you should log into e-GAP and click on the link to the Application Summary. You will also be able to see whether your nominated references and head of department statements have been submitted.

## **6. Review process**

Applications are assessed in the first instance by the selection panel in order to draw up a shortlist. Shortlisted applications will then be reviewed by at least two independent referees. The selection panel will finally consider these shortlisted applications, together with their nominated and independent references. It is expected that applicants will be notified of the outcome of their application four months after the closing date. Limited feedback may subsequently be available on request.

Please be assured that the Royal Society specifically requests anyone involved in reviewing applications to consider them in confidence.

## **7. Enquiries**

If you have any enquiries about the submission of your application or about the e-GAP process, please contact the Grants Team, The Royal Society, 6-9 Carlton House Terrace, London, SW1Y 5AG by email to [innovationgrants@royalsociety.org](mailto:innovationgrants@royalsociety.org)) or phoning 0207 451 2539.

## Appendix 1

Please make sure that you pass a copy of these instructions to your nominated referees as well as your host and employer Head of Department. Once you have submitted your application for approval they will be contacted automatically by email. They can then use these instructions to provide their statement/reference. The reference is due one week after the closing date.

### Instructions for Personal Referees/Head of Departments

Please submit your reference/ statement on e-GAP **no later than five working days after the closing date**. Once you have logged on to e-GAP, a message in red will alert you to the fact that the system will automatically log you out if there has been no activity (typing is not considered activity) in 3 hours. Therefore we recommend that you type out your reference or support statement in a word processor and then copy the text into e-GAP, using the following instructions:

1. Please go to the e-GAP website <https://e-GAP.royalsociety.org/>
2. Enter your email address
3. Enter your password (please click the Forgotten Password? link if necessary).
4. Click on *Tasks*
5. Click on Reference List and (optional) select *Show previous References*
6. Click on *Provide Reference* (if you would like to view a PDF of the application first, please 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 each text box that is applicable to you.  
The personal referee form has two tabs one for personal details and one for your reference. Please select 'Other' if your institution is not listed in the drop-down menu.
9. Click *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]

Your reference is then automatically forwarded to the Royal Society.