

## Dorothy Hodgkin Fellowships 2017

### 1. Overview

**Aim:** The Dorothy Hodgkin Fellowship scheme offers a recognised first step into an independent research career for outstanding scientists and engineers who have a current need for flexible support. The primary criterion for assessing Dorothy Hodgkin Fellowship proposals is scientific merit.

The Royal Society, in partnership with the Engineering and Physical Sciences Research Council (EPSRC) will award additional prestigious Royal Society-EPSRC Dorothy Hodgkin Research Fellowships to outstanding early career researchers within EPSRC's remit. Successful candidates will be awarded a fellowship by the Royal Society, the cost of which will be met by the EPSRC. By submitting an application to the Royal Society, an applicant accepts that the Royal Society has the right to share some or all information in your application with EPSRC, without the need to obtain any further consent.

Each fellowship offers:

- The possibility of holding appointments on a part-time basis or converting from full-time to part-time and back again to help match work and other commitments.
- The possibility to claim back time spent deferring the fellowship and/or working part-time at the end of the fellowship.
- The possibility of claiming limited funds for family support where these can be justified on scientific grounds, e.g. limited childcare costs during collaborative visits or when speaking at a conference (applied for during the Fellowship). Please note these are separate to the Fellowship funds.

**Subjects covered:** Natural sciences (including agriculture, mathematics, technology, medical, environmental and engineering sciences, but excluding clinical medicine).

**Eligibility requirements:** At the time of application, applicants must:

- be at an early stage of their career (have completed their PhD but have no more than 6 years of research experience post PhD by the closing date of the round, **24<sup>th</sup> November 2016**).
- be a citizen of the European Economic Area (EEA), *i.e.* European Union, Iceland, Norway or Liechtenstein; or a Swiss citizen,
- or have a relevant connection to the EEA or Switzerland (a relevant connection can be established if an individual has a PhD from a university in the EEA or Switzerland, or has worked as a research scientist in a university or research institute in the EEA or Switzerland for at least two years, or has done so before taking up an appointment outside the EEA or Switzerland).

Persons holding a permanent post in a university or not-for-profit research organization in EEA or Switzerland will not be considered.

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

Applicants **must** demonstrate a **current need** for flexible support due to personal circumstances at the time of application. This can (but not exclusively) include: current parental/caring responsibilities,

e.g. raising children or looking after ageing or seriously ill family members; or clinically diagnosed health issues. Further clarification on the eligibility requirements can be obtained from the Grants Team. Applicants will be required to provide a short statement detailing their need for flexible support in the diversity monitoring section of the application form and how the need for flexible support has an impact on their daily routine. Please note this information will only be viewed by the Society's Grants Team. Applicants should not therefore refer to their need for flexible support in their personal statement, but only in the diversity monitoring section.

When applying for Fellowship support, the Royal Society will take into consideration time spent outside the research environment when assessing your eligibility. Additionally, where applicants have taken formal periods of maternity, paternity and adoptive leave as the primary carer (either the mother, father, partner or adopter), or extended sick leave, the Society will allow an additional six months for each period of leave when assessing eligibility. Each case will be considered individually and the employing institution may need to confirm that the applicant qualifies for this provision.

Under-represented groups are particularly encouraged to apply.

**Length of tenure:** Funding is provided for five years. Fellowships start from **1<sup>st</sup> October 2017**.

**Place of tenure:** Fellowships must be held in a UK university or a not-for-profit research organisation. Candidates are not required to move institutions for the proposed Fellowship, however those wishing to remain at their current organisation should clearly explain their planned route to independence and reasons for staying.

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

**Flexibility:** The Dorothy Hodgkin Fellowship is highly flexible and part-time working, sabbaticals and secondments can be accommodated. There is also provision for maternity, paternity, adoptive or extended sick leave.

**Value:** Provides funding to cover an early career research fellow's salary costs, estates costs and indirect costs. Under the full economic costing model, 80% of these costs will be met by the Royal Society. DHFs are an early career fellowship and as such, the basic salary requested should be at a level commensurate with your skills, responsibilities, expertise and experience. It is expected that requested salaries will be comparable to post-doctoral researcher or early stage lecturer, up to a maximum of **£39,708.70** per annum. An annual spine point increase of 3% may be applied to the salary. The Society will apply an inflationary increase to the salary element of successful awards, which will be determined by the HM Treasury GDP deflator. Should the university wish to supplement the basic salary provided by the Society it is free to do so at its own discretion. The Society reserves the right to provide support at a different level if it is considered appropriate.

**Number offered:** Approximately 5 each year, with potential to award an additional 5 funded by the EPSRC.

**Success rate for 2016:** 13%

**Closing date:** **24<sup>th</sup> November 2016**

**Results available:** It is expected the results of the competition will be available at the end of July 2017. Please note that applicants who pass through the second shortlisting stage will be asked to attend an interview, which will take place in the week commencing **5<sup>th</sup> June 2017**.

**Important changes:** Please note the following which applies to this new round.

- Research Council Institutes are eligible to host Dorothy Hodgkin Fellowships.

- If your research will generate data of significant value to the research community, we ask you to provide additional information on your data management and sharing plan.
- The Royal Society is a signatory of the Concordat on Openness on Animal Research in the UK, which was initiated by Understanding Animal Research. To fulfil the obligations of the Concordat, the Royal Society will collect information on the use of animals in research, and has amended the application accordingly for this purpose.

If you intend on using animals or animal tissue in your research, then please complete the supplementary form, which is available from the Scheme Documents list on e-GAP, detailing your use of animals. Once completed, please upload the PDF to your application.

All applications involving the use of primates, cats, dogs and equidae animals will be sent to the NC3Rs for further review. By submitting an application to the Society an applicant accepts that the Society has the right to share your application with the NC3Rs, without the need to obtain any further consent.

### **Assessment criteria**

- The scientific merit of the individual: past achievements, research career to date, publication record, likely contribution to research field, future potential;
- The host institution: suitability, appropriate expertise/equipment, research environment, support;
- The proposed research project: quality and originality of proposed project, definition of research plan, likelihood of achieving goals.

### **Research Grants for 1<sup>st</sup> year Royal Society Dorothy Hodgkin Fellows**

Successful Royal Society University Research Fellows and Royal Society Dorothy Hodgkin Fellows are eligible to apply for up to £150,000 research grants in competition with other first year University Research Fellows and Dorothy Hodgkin Fellows. The Research Grant funding may be used to purchase consumables, specialised equipment and services, to appoint a postgraduate student and to support travel and subsistence costs for the award holder. A significant proportion of first year University Research Fellows and Dorothy Hodgkin Fellows will receive this additional start up grant. Successful applicants will receive further information on the application process for the research grant, following formal acceptance of their award offer.

## 2. Completion of application

Applications can only be submitted online using the Royal Society's electronic Grant Application and Processing (e-GAP) system (<https://e-gap.royalsociety.org>, or via the e-GAP information link on the front page of the Society's web site). Applications cannot be submitted on paper.

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

### Important e-GAP information

**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:** Save your work regularly to prevent accidental loss of text. NB: 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.

**Lay summary/report: You will be asked to provide a lay summary of your proposal.** Please bear in mind when writing your lay summary that your application will be reviewed by a scientific but generalist panel and therefore the lay summary is an important part of your proposal.

**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.

**Character limits:** If you exceed specified character limits the system will not allow you to save (NB that 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. Character limits apply to text boxes, page limits to PDFs.

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

**Uploading PDF documents:** When uploading PDFs, add your name and a heading to the top of every page. Please ensure that there are no security settings activated on uploaded PDFs and avoid uploading documents containing illustrations with fine details or colour, as this can cause problems when creating a PDF of the application. Please note we will only print applications in black and white.

**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'.

**Email addresses:** e-GAP 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 it will create a new account 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 for e-GAP to avoid creating multiple accounts. It is the Applicant's responsibility to ensure that the Host Organisation Approver, Heads of Department 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.

**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.

**Application sharing:** You can allow other e-GAP users to 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.

## Application Guidance Notes

### Completing the e-GAP form

In the below table each box represents a tab on the e-GAP 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 table will have a green tick. You will then be able to submit your application.

Applicant personal details	
Title, names, address etc	Take care to complete this accurately. Errors in this section can cause difficulties in processing your application.
Nationality	Please add your nationality. Click 'Add Nationality' and select from the drop down list. Click 'OK'. To add more than one nationality, please use the 'add' button again. This is a mandatory field.
Citizen of EEA	Please indicate if you are a citizen of the EEA or Switzerland. If you have answered 'yes' to this question, you do not need to answer the further questions.
Connection to the EEA	You must have a relevant connection to the EEA or Switzerland, if you are not a citizen. Please show this by answering the next 2 questions.
PhD of EEA	If applicable, please give details of which university and country your PhD was awarded by in the text box. <ul style="list-style-type: none"> <li>• Plain text only Maximum 400 characters (including spaces)</li> </ul>
Worked for 2 years in EEA	If you are not a EEA citizen and do not have a PhD from a university in the EEA then to be eligible for the fellowship you must have worked as a research scientist in a university or research institute in the EEA for at least two continuous years (at the closing date) or have you done so before taking up an appointment outside the EEA.
University and country for EEA work	Applicants providing details of positions held in the EEA or Switzerland should ensure that they supply precise dates (month/year) and a full explanation (including title of post(s) held and at which university), e.g. post at the University of Newcastle October 1999 – June 2004. <ul style="list-style-type: none"> <li>• Plain text only Maximum 400 characters (including spaces)</li> </ul>

Email address	It is important to commence an application using the email address login that you wish all correspondence to be sent to for the duration of the application process.
---------------	--

<b>Applicant career summary</b>	
Statement of qualifications and career	<p>Please provide a full list of all your appointments since your PhD in reverse chronological order stating if part-time (and percentage part-time) when necessary.</p> <p>To add a position please select 'Add Qualification' highlighted in blue, a window will appear to add one position at a time. Please include start and end date in the 'qualification date' field. In the 'description' field please only include the position title and institution.</p> <p>It is essential that you provide full details of any periods of part-time working, career breaks or maternity/paternity/adoptive leave as your eligibility may depend on the accuracy of this information. You are not required to include prizes and achievements in this section; this can be included in the Personal Statement field.</p>
Publications	<p>Please provide a full list of publications in reverse chronological order. State 'None' or give particulars. If appropriate, give the publisher or URL, including any password, where each publication may be obtained.</p> <p>Your list should have two sections: (i) refereed papers in primary journals, (ii) contributions to symposia and compiled volumes (refereed only).</p> <p>Do not include publications or articles that are in draft or only submitted for publication or have not been peer reviewed. The selection panel have specifically requested that these should not be included.</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>In this round, we will not be asking you to upload your two most significant publications, but please highlight your most significant publications (you can highlight more than two) in your publication list and give their publisher or URL.</p> <ul style="list-style-type: none"> <li>• <b>PDF file:</b> portrait orientation A4</li> <li>• <b>Plain text:</b> unlimited text</li> </ul>
Personal statement	<p>Please provide a personal statement about your qualifications, research career to date and aspirations in the long term. Give details of all appointments stating if part-time (and percentage part-time) where appropriate.</p> <p>It is essential that you provide full details of any periods of part-time working as your eligibility may depend on the accuracy of this information.</p> <p>You should state why the aims of this fellowship will be beneficial to you at this stage in your career. <b><u>Please note you should not refer to your need for flexible support in your personal statement.</u></b></p> <p>Please also state why you consider yourself at an early stage of your career, if this is not immediately obvious.</p> <ul style="list-style-type: none"> <li>• <b>Plain text only</b> Maximum 3,500 characters (including spaces).</li> </ul>

Present employer	State the organisation name of your current employer (e.g. University of Bath). • <b>Plain text only</b> Maximum 100 characters (including spaces)
Present department	State your current department (e.g. Department of Astrophysics). • <b>Plain text only</b> Maximum 100 characters (including spaces)
Present basic salary	State your basic salary (GBP) and scale (if applicable). • <b>Plain text only</b> Maximum 100 characters (including spaces)
Present salary enhancements	Provide information on other salary enhancements. State 'None' or give details e.g. <i>London allowance, housing allowance, benefits from college fellowships</i> . • <b>Plain text only</b> Maximum 200 characters (including spaces)
Present position end date	State when your present grant, contract or other support is expected to finish. If not applicable, just enter 30/09/2017.
Present position description	Please give the title and describe the nature of your present role including the source of funding e.g. Postdoctoral Research Assistant supported on EPSRC grant to Professor AN Other. • <b>Plain text only</b> Maximum 200 characters (including spaces)
Is this position permanent?	Please confirm that you do not hold a permanent post in a university or not for profit research organisation in the EEA or Switzerland. This is essential to assess your eligibility.
PhD Submitted Date PhD Awarded Date	Please complete dates in dd/mm/yyyy format. You may estimate a date if you cannot remember. If you have not yet been awarded your official PhD certificate/degree, please use the date on which you defended your PhD - via an oral presentation / viva for the 'PhD awarded' field. These are mandatory fields.
PhD Expected Date	Please complete in dd/mm/yyyy format, if applicable.
First Post-Doctorate Position Date	If applicable please provide the date when you started your first post-doctorate position. Please complete in dd/mm/yyyy format.
Pending applications	Have any other applications been made, e.g. for personal salary, research support, salaries of assistants, etc? State 'None' or give details and expected date when results may be known. You do not have to mention applications for other similar research fellowships although this information would be helpful. • <b>Plain text only</b> Maximum 1000 characters (including spaces)
Where did you hear about this scheme?	Please select from the drop down menu.
Existing grants	Do you hold any research grants etc or have other sources of research support? State 'None' or give particulars. Would these continue if you received this fellowship? • <b>Plain text only</b> Maximum 1000 characters (including spaces)

<b>Organisations</b>	
Host organisation	Select organisation where the research will be carried out. All applications <i>must</i> be approved by the host organisation authorities e.g. research grants office, finance department, etc. (For details, see 'Submission process' section below)  Most establishments appear in the drop-down list but if your proposed organisation is not there, please contact the Royal Society.  It is your responsibility to ensure that your application is complete in time for the host organisation to process it and provide their approval by the closing date. It is recommended that you allow at least 5 working days for this process.

<b>Proposal</b>	
Subject group and subject	Please select the group that most closely reflects your area of research and then a more specific subject.
Project title	<ul style="list-style-type: none"> <li>• <b>Plain text only</b> Maximum 80 characters including spaces</li> </ul>
Keywords	Provide 5-10 keywords which could be used to identify your research. This will aid with sourcing the most appropriate peer reviewers.
Research proposal	<p>Please describe the nature of your proposed research including aims and a brief plan of the investigation. You should include a description of the experimental methods and techniques you will be using, together with an indication of milestones/time-scales for the various components.</p> <p>Please bear in mind that, although it is intended that your application will be viewed mostly on screen, there may be occasions when your application has to be photocopied in black and white and consequently illustrations and photographs with fine detail or in colour are best avoided.</p> <ul style="list-style-type: none"> <li>• <b>PDF file</b> Three sides of A4 only, in portrait orientation. If the page length is exceeded the text will be truncated by the Society. Please do not use a text size smaller than Arial 10 and make sure the document is titled.</li> <li>• <b>Plain text only</b> Maximum 12,000 characters (including spaces)</li> </ul>
Scientific Abstract	<p>Please provide a short abstract for your research proposal. It should include key words relating to your research.</p> <ul style="list-style-type: none"> <li>• <b>Plain text only</b> Maximum 1800 characters (including spaces)</li> </ul>
Outline of Data Management and Data Sharing Plan	<p>The Society supports science as an open enterprise, and is committed to ensuring that data outputs from research supported by the Society are made publically available in a managed and responsible manner, with as few restrictions as possible. Data outputs should be deposited in an appropriate, recognised, publically available repository, so that others can verify and build upon the data, which is of public interest. To fully realise the benefits of publically available data they should be made intelligently open by fulfilling the requirements of being discoverable, accessible, intelligible, assessable and reusable.</p> <p>The Society does not dictate a set format for data management and sharing plans. Where they are required, applicants should structure their plan in a manner most appropriate to the proposed research. The information submitted in plans should focus specifically on how the data outputs will be managed and shared, detailing the repositories where data will be deposited. In considering their approach for data management and sharing, applicants should consider the following:</p> <ul style="list-style-type: none"> <li>• What data outputs will be generated by the research that are of value to the public?</li> <li>• Where and when will you make the data available?</li> <li>• How will others be able to access the data?</li> <li>• If the data is of high public interest, how will it be made accessible not only for those in the same or linked field, but also to a wider public audience?</li> <li>• Specify whether any limits will be placed on the data to be shared, for example, for the purposes of safeguarding commercial interests, personal information, safety or security of the data.</li> <li>• How will datasets be preserved to ensure they are of long-term benefit?</li> </ul> <p>If the proposed research will generate data that is of significant value to the research community, then please provide details of your data management and sharing plan.</p> <ul style="list-style-type: none"> <li>• <b>Plain text only</b> Maximum 1500 characters (including spaces)</li> </ul>



Comply with Policy on use of Animals	<p><b>This is a mandatory field. Only select 'Yes' if this is relevant to your work.</b> You <b>must</b> read and comply with the statement before you select either of these boxes. Please confirm that the project will comply with the 'Statement of the Royal Society's position on the use of animals in research ' . ( <a href="https://royalsociety.org/topics-policy/publications/2015/animals-in-research/">https://royalsociety.org/topics-policy/publications/2015/animals-in-research/</a>) A hard copy can be obtained by contacting the Grants Section at the address below).</p>
Comply with Policy on use of Non-Human Primates	<p><b>This is a mandatory field. Only select 'Yes' if this is relevant to your work.</b> You <b>must</b> read the guidelines before you tick either of the boxes. 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>).</p>
Use of Animals in Research	<p><b>Please read the following if you intend to use animals in your research.</b></p> <p>The Royal Society is committed to supporting the development of alternative methods to reduce and/or replace the use of animals in research. Applicants proposing to use animals in their research must ensure that the use of animals falls within the regulations stipulated in the Animals (Scientific Procedures Act) 1986 and subsequent amendments. Additionally, applicants should continually be aware of developments in best practice, and adopt the principles of the <u>3Rs</u> when designing and conducting experiments on animals.</p> <p>As a funder of research, the Society takes its responsibilities towards the UK Animals (Scientific Procedures Act) 1986 seriously, and requires applicants to consider the questions below when preparing grant applications that include the use of animals.</p> <p><b>Applicants who intend to involve the use of animals as part of their research proposal are required to complete a supplementary form, which is available from the Scheme Documents list on e-GAP. Once completed the PDF form should be uploaded to this field. Failure to do so will result in a delay in processing your application.</b></p> <p>Does your proposal involve the use of animals or animal tissue? <b>If you selected YES, then please contact the office for further information</b>, as you will be required to complete an additional form detailing your intended use of animals in your research. Failure to do so will result in a delay in processing your application.</p> <p>Please note that all applications involving the use of primates, cats, dogs and equidae animals will be further reviewed by the NC3Rs.</p>
Details of Animal Licence	<p>Please provide details of the Animal Licence costs associated with your research. Please provide an outline of the procedure(s) you plan to undertake and a breakdown of the associated costs.</p> <ul style="list-style-type: none"> <li>• <b>Plain text only</b> Enter a maximum of 1500 characters (including spaces)</li> </ul>
Animal Species	<p>Please provide a list of the different animal species (stating the number of each) that you plan to use in your research during the award period.</p> <ul style="list-style-type: none"> <li>• <b>Plain text only</b> Enter a maximum of 500 characters (including spaces)</li> </ul>
Lay report	<p>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.</p> <p>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.</p> <ul style="list-style-type: none"> <li>• <b>Plain text only</b> Enter a maximum 3500 characters (including spaces).</li> </ul>

Justification for Host organisation	Please provide a short statement justifying your choice of host institution (i.e. why is it best suited to your research and career?).  • <b>Plain text only</b> Enter a maximum of 1000 characters (including spaces)
Host department	Please provide the name of the proposed department at your host organisation where you plan to hold the fellowship. Please enter the official name (e.g. School of Chemistry rather than Chemistry).

<b>Financial details</b>	
General Information	<p>The Royal Society will fund 80% of the salary, directly allocated and indirect costs under the full economic costs model (FEC). Research expenses will be funded at 100% (subject to restriction as outlined below).</p> <p>Applicants must consult with the appropriate financial administrators before completing these details.</p> <p>Please provide details of the funding required for each year of the research fellowship under the relevant headings. Note that year 1 = first year of fellowship from <b>1<sup>st</sup> October 2017</b>. In the 'Duration' (years) field lower down the page, please enter 5 and then 5 columns will appear for you to complete. Please ensure that no indexation is added to these costs.</p> <p>The Society will apply an inflationary increase to your award annually based on HM Treasury's GDP deflator.</p>
<b>Directly incurred costs</b>	These are costs that can be explicitly identifiable as arising from the research fellowship. The university must have an auditable record for these costs.
Basic salary	<p>State your required basic salary for each year of the research fellowship, the maximum that can be requested in the first year is <b>£39,708.70</b>.</p> <p>The aim of the Fellowship is to support researchers at an early stage of their research career. It is therefore expected that starting salaries requested by applicants will be comparable to those of early career lecturers. This salary should be at a level commensurate with your skills, responsibilities, expertise and experience. It is expected that requested salaries will be comparable to post-doctoral researcher or early stage lecturer salary scale points. The Society reserves the right to provide support at a different level if it is considered appropriate. Please include a spine point increase of 3% year on year.</p> <p>No other salaries can be requested as part of this research fellowship.</p>
On costs	Please indicate the funding required for employer's oncosts e.g. employer's National Insurance contributions and employer's pension contributions.
London Allowance	Where appropriate, and if not included in basic salary, please give details of any London weighting allowance.
<b>Research expenses</b>	Up to <b>£13,000</b> in year 1 and up to <b>£11,000</b> in total each other year. Based on these criteria, please provide an indicative total required for each research expense heading for the 5 year duration of the Award.
Consumables	Funding for essential consumables may be requested.
Equipment	Funding may be requested for the purchase of specialised equipment (including the cost of installation, spares or software procurement and the annual cost of maintenance or relocation charges specifically related to the newly purchased equipment).
Travel within UK/travel outside UK	Travel costs should be based on the most suitable and economical form of travel. Costs for attendance at conferences may be included, where attendance will be of direct benefit to the research.

	<p>A maximum of 50% of the annual research expenses claim can be spent on travel. If you are requesting less than <b>£6,000</b> in any one year, than the travel part can be up to <b>£3,000</b> (i.e. possibly more than 50%).</p>
Other expenses	<p>Other expenses may include field trip expenses (including fieldwork fees/subjects/informants), access charges of external facilities, animal costs, animal and plant licence fees, software licenses, etc.</p> <p>Please note that costs associated with open access publications cannot be requested. Royal Society Research Fellows submitting manuscripts to Royal Society journals will currently not need to pay article processing charges. A full breakdown of animal costs must also be provided (see below).</p> <p>Funding for costs related to public communication can also be requested. The Society is keen to encourage activity in this area.</p> <p>Any request for other expenses must be fully justified.</p>
<b>Directly allocated costs</b>	<p>The costs of resources that will be used by you that are shared by other research activities. These are funded on the basis of estimates. This cannot include the purchasing and maintenance of animal costs.</p> <p>Please ensure that no indexation is added to these costs. This will be added automatically each year of successful awards in line with HM Treasury's GDP deflator.</p>
Estates costs	<p>Please provide details of the estates costs required for the duration of the research fellowship.</p> <p>These costs may include building and premises costs, basic services and utilities, clerical staff and equipment maintenance or operational costs that have not been included under other cost headings.</p> <p>Please consult with the appropriate financial administrators to obtain the relevant figure for your host organisation.</p>
Other	<p>Other directly allocated costs can be requested, calculated on the basis of estimates, with the exception of research and technical staff time and charge out costs for major facilities.</p> <p>Any request for other directly allocated costs must be fully justified. This cannot include the purchasing and maintenance of animal costs.</p>
<b>Indirect costs</b>	<p>Non-specific university costs e.g. costs of administration, such as personnel, finance, library and some departmental services, charged across all research activities, based on estimates that are not included as Directly Allocated costs.</p> <p>Like estates costs, indirect costs will be calculated by your host organisation and a single figure is required. Information about the derivation or justification of indirect costs and estates costs is not required.</p> <p>Please ensure that no indexation is added to these costs. This will be added automatically each year of successful awards in line with HM Treasury's GDP deflator.</p>
Start date	This <b>must</b> be <b>1<sup>st</sup> October 2017</b> .
Duration of award	<b>This must be 5 years</b> . The duration of the award is for five years. You should not apply for a shorter or longer duration.
Percentage full time	<b>This should be 100%</b> . It is possible to request to work on a part time basis at a later date. Please provide the 100% details for budgetary purposes.
Justification of expenses	<p>Please fully justify all claims for Research Expenses (equipment, consumables, travel, other expenses) and other directly allocated costs. Note any relevant scheme restrictions. Funding will not be awarded without full justification.</p> <ul style="list-style-type: none"> <li>• <b>Plain text only</b> Maximum 2000 characters (including spaces).</li> </ul>

	<b>The following sections should only be completed if you intend to use animals in your research. These costs are not in addition to your research expenses, but we are asking you to separate these out for monitoring purposes.</b>
Total Number Purchased Animals	Please provide the total number of animals to be used in your research for the tenure of the award (Yr1-5).
Total Cost of Purchased Animals	Please provide the total purchase cost for animals used in your research for the tenure of the award (Yr1-5).
Total Procedure Cost	Please provide the total cost of the animal procedure(s) outlined in your proposal for the tenure of the award (Yr1-5).
Animals Total Cost	This amount should be included under Other Expenses as outlined above, and should include licence fees, handling fees, procedure costs and animal purchase costs.

<b>Nominated referees</b>	
Two personal referees	<p>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 within one week of the round closing date. References are to be submitted by <b>1<sup>st</sup> December 2016</b> at the very latest.</p> <p>At least one referee should be someone who has worked closely with you, but the other must be external to your current research group. You should not choose both referees from your proposed host organisation and if possible, one should be an international referee. Your named Head of Department cannot be listed as a referee.</p> <p>Please check which email address the referee would like you to use as they may already be registered on e-GAP. Mistakes may delay the processing of your application.</p> <p>To add each referee click 'Add Referee' and enter their email address. Check if they are already registered on e-GAP by clicking 'Check Email', and if not, enter their details. You must select 'Contact Now' to inform them you have added them as a referee before you can continue. You must click 'Save' after making your selections to ensure that you have added your referees correctly.</p> <p><b>You should send them Appendix 1</b> (page 17 of these notes) and <b>advise them</b> that the reference must be plain text only and there is a <b>character</b> limit of 2,000 characters <b>including</b> spaces.</p>
<b>Departmental support</b>	
Head of Department	<p>Please provide details of the Head of Department at your host organisation. They will be contacted automatically by email. Please check that they are able to supply their statement within one week of the round closing date. References are to be submitted by <b>1<sup>st</sup> December 2016</b> at the very latest.</p> <p>Please check with your Head of Department (HoD) which email address he/she would like you to use as they may already be registered on e-GAP. Mistakes may delay the processing of your application.</p> <p>The Head of Department is expected to detail your suitability for the department and also set out their intentions for your career progression at the host organisation.</p> <p>To add your Head of Department click 'Add HoD' and enter their email address. Check if they are already registered on e-GAP by clicking 'Check Email', and if</p>

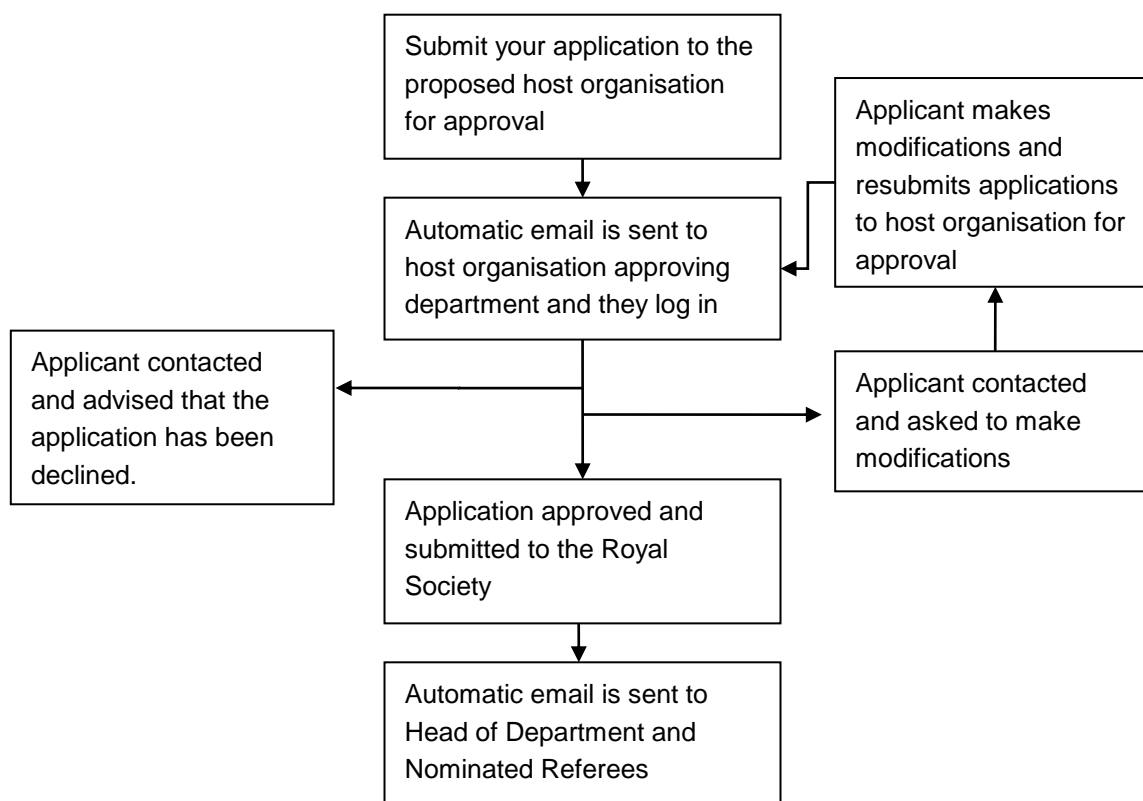
	<p>not, enter their details. You must select 'Contact Now' to inform them you have added them as the head of department before you can continue. You must click 'Save' after making your selections to ensure that you have added them correctly.</p> <p><b>You should send them Appendix 1</b> (page 17 of these notes), and advise them that the main reference must be plain text only and there is a <b>character</b> limit of 1,000 <b>including</b> spaces. The head of department will also need to provide details of the resources that the department will commit to giving to the candidate, should the application be successful. This second section has a character limit of 1000 characters (including spaces).</p> <p>Please note we do not require letters of support from people other than your nominated referees and Head of Department.</p>
--	---

<b>Diversity Monitoring</b>	
Diversity Monitoring	<p>The Royal Society is committed to promoting diversity in UK science, technology, engineering, mathematics, and medicine (STEMM) by seeking to increase participation from under-represented groups. Please help us to monitor how effectively we are doing this by providing the requested information. All questions are mandatory. The information provided will form a confidential statistical record in accordance with the Data Protection Act and will not be used for any purpose other than analysis of the Society's activities.</p> <p>This information will be kept separately from the rest of your application and will not be seen by those involved in the selection process, including referees etc. You must either complete the form or tick the boxes stating that you 'prefer not to say'. If you do not select a box for each question, the system will regard your application as incomplete and will not allow you to submit it.</p>
Need for Flexibility	<p><b>This is a mandatory field.</b> Please provide a statement detailing your current need for flexible support due to personal circumstances at the time of application. This can (but not exclusively) include: current parental/caring responsibilities, e.g. raising children or looking after ageing or seriously ill family members; or clinically diagnosed health issues. Further clarification on any of the eligibility requirements can be obtained from the Grants Section.</p> <p>The flexible support statement will only be viewed by the Society's Grants Section who will use it to check eligibility. Panel members and independent referees will mark the application solely on the basis of scientific merit. If two candidates are judged to be equal in scientific merit at the Panel Meetings, a member the Grants Office will read out the respective cases for flexible support, if the panel deem this to be pertinent to their final decision. This will be the only time that these statements will be used in the assessment and selection process.</p> <ul style="list-style-type: none"> <li>• <b>Plain text only</b> Maximum 1000 characters (including spaces).</li> </ul> <p>Please note if you do not have a current need for flexible support your application will not be eligible.</p>

### 3. Submission process

- Once the e-GAP application form is complete, you are strongly advised to create a PDF version of it and check it thoroughly (including email addresses and uploaded PDF files) before submitting it for approval by your 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 host organisation to process it (including requesting changes) and provide their approval by the closing date. We recommend that you allow at least five working days for this process.
- If your host organisation approver requests modifications through the e-GAP email facility, they can unlock your application, allowing you to edit it. Once you have completed the requested changes, please use the application summary to re-submit your application for approval. Please also contact your Head of Department and alert them to the changes.
- Once your 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, Head of Departments and Nominated Referees will receive automated emails requesting them to provide their statements/references on e-GAP. These references should be submitted by **1<sup>st</sup> December 2016** at the latest. It is the applicant's responsibility to ensure the references are submitted by the 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 and click on the link to the Application Summary.
- In the fortnight following the closing date, your submitted application will be checked by the Royal Society. If it conforms to the eligibility requirements, the eligibility status on the Application Summary page will be marked as 'Complete'.

## Submission process flow diagram



## 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 application form at least one week before the closing date.
2. Before submitting your application, check that Heads of Departments/Nominated Referees are available and willing to provide references by **1<sup>st</sup> December 2016**.
3. Submit application to host organisation approver via e-GAP at least five working days before the closing date.
4. Check that the host organisation approver has approved your application by **24<sup>th</sup> November 2016**.
5. Send Appendix 1 ('Instructions for Head of Department/Nominated Referee') to Heads of Departments/Nominated Referees.
6. Check that Heads of Departments/Referees have completed their references by **1<sup>st</sup> December 2016**. You can view the status of the references on the application summary.

## 4. Review process

- All applications are initially reviewed and assessed by members of the selection panel who have the most appropriate scientific expertise. Your application will automatically be allocated to a panel based on the subject group you select.
- Following this a shortlist is drawn up. The shortlisted proposals are reviewed by up to three independent referees who have been suggested by the panel members.
- Following completion of independent peer review, proposals are re-assessed by the two panel members assigned to the proposal, and a final shortlist for interview is drawn up.
- Successful applicants at this stage will be invited for interview, where the selection panel considers each candidate at a meeting, usually held in June.
- Applicants will be notified if they have been shortlisted by email in May and informed about the final decision at the end of July.
- Some feedback may subsequently be available on request, although for those not shortlisted, the level of feedback will be limited.

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

## 5. Enquiries

If you have any enquiries about the submission of your application or about the e-GAP process, please contact the Grants Section, The Royal Society, 6-9 Carlton House Terrace, London, SW1Y 5AG, email: [DHF@royalsociety.org](mailto:DHF@royalsociety.org) or call **020 7451 2277**.



## Appendix 1

Please pass a copy of these instructions to your Head of Department/ Nominated Referees. Once you have submitted your application for approval they will be contacted automatically by email.

### Instructions for Head of Department/Nominated Referee

References/statements can be submitted online using the Royal Society's electronic Grant Application and Processing (e-GAP) system before and up to 5 working days after the closing date. The deadline for references and HoD statements is **1<sup>st</sup> December 2016**.

The e-GAP 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-GAP, using the following instructions:

1. Go to the e-GAP website: <https://e-gap.royalsociety.org/Login.aspx>
  2. Enter your email address. If you have never used e-GAP 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-GAP for the first time, click the 'Forgotten Password?' link and a password will be sent to your email address directly from e-GAP.
  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 each tab including:
    - Your personal details (select 'Other' if your institution is not listed in the drop-down menu).
    - The written reference.
      - For the head of department the **character limit is 1,000 characters (including spaces)** and they should detail the applicant's suitability for the department and also set out their intentions for the applicant's career progression at the host organisation. The head of department will also need to provide details of the resources that the department will commit to giving the candidate, should the application be successful. This second section has a character limit of 1000 character (including spaces) and is for Office purposes only.
      - For the nominated referees the **character limit is 2,000 characters (including spaces)**.
- Click on 'Save' at regular intervals as you proceed.
8. 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.)

Your reference is then automatically forwarded to the Royal Society.

If you have any questions about providing your reference, please contact the Grants Team on 020 7451 2277 or email:[dhf@royalsociety.org](mailto:dhf@royalsociety.org).