

## International Exchanges Scheme – Kan Tong Po Visiting Fellowships Programme

### 1. Overview

**Aim:** The purpose of this scheme is to contribute at the highest level of scientific research and education at the University of Hong Kong, Chinese University of Hong Kong, the Hong Kong Polytechnic University, the City University of Hong Kong and the Hong Kong University of Science and Technology, by awarding Visiting Fellowships each year to UK or US based scientists to collaborate with a Hong Kong based academic, or for Hong Kong based scientists to collaborate with an academic based in either the UK or US.

**Subjects Covered:** All activities must be on a subject within the natural sciences, including: physics, chemistry, mathematics, computer science, engineering, agricultural, biological and medical research, geography and experimental psychology. The Royal Society does not cover social science, clinical or patient-oriented research.

**Eligibility:** Applications are only welcome for visiting Fellowships between either the UK or US and the following institutions in Hong Kong:

- University of Hong Kong
- Chinese University of Hong Kong
- Hong Kong Polytechnic University
- City University of Hong Kong
- Hong Kong University of Science and Technology

Applicants must have a PhD or equivalent research experience and hold a permanent or fixed-term contract in an eligible university or research institute, which must span the duration of the proposed visiting Fellowship period. For further details please refer to the 'Eligibility details' section.

**Duration of Funding:** Visiting Fellowships are tenable for up to 3 months.

**Value:** A maximum of £3000 is available for club class/economy APEX international airfare and subsistence.

**Countries covered:** UK, USA and Hong Kong only. **Please note that applications for visiting Fellowships between the UK and US are not eligible.**

**Closing Date:** 30 May 2018 15:00 UK time

**Results available:** Results of the competition will be available about 4-5 months after the application closing date.

### Contact Information

Enquires about this Scheme can be made using the contact details below. Before contacting us, please check whether your question is answered by these scheme notes. If not, please email: [international.exchanges@royalsociety.org](mailto:international.exchanges@royalsociety.org) or call 020 7451 or 2532.

**The following scheme notes set out the eligibility and application process of the International Exchanges Scheme – Kan Tong Po Visiting Fellowships Programme. Please read through the entire document before proceeding.**

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## 2. Eligibility Details

### Applicants

- The UK or US based scientist (the lead applicant) and the Hong Kong based scientist (the co-applicant) must have completed a PhD or have extensive experience at an equivalent level at the time of application.
- The applicant and co-applicant must hold a permanent or fixed term contract for the duration of the award in an eligible organisation in their respective countries. Ineligible organisations include industrial, private and commercial organisations, university spin-out companies, governmental bodies and research councils.
- As this scheme is not intended to be used to extend an existing fellowship the applicant and co-applicant must be based in their respective countries/institutions at the time of application
- Applications must be started on Flexi-Grant® by the applicant (UK or US based academic) on behalf of the co-applicant (Hong Kong based and the respective teams i.e. the application must be initiated in the applicant's Flexi-Grant® account.
- Applicants are not permitted to submit more than one application per round (deadline).
- Retired scientists who are still active in science must submit their application through an eligible UK institute. If this is not possible please contact us for further advice at least two weeks before the deadline.
- Holders of a current International Exchanges award with Hong Kong may not apply until the project has ended and the final report has been submitted.

### Activity

- All activities must be on a subject within the natural sciences, including: physics, chemistry, mathematics, computer science, engineering, agricultural, biological and medical research, geography and experimental psychology. The Royal Society does not cover social science, clinical or patient-oriented research.
- Collaborations should be based on a single project.
- Applications for a maximum award amount of £3000 can only support travel (and associated subsistence) for a one- off visit lasting up to 3 months from:
  - either UK or US to Hong Kong
  - or Hong Kong to either the UK or US

**Note:** Costs for travel to or from a third country are not eligible

### Organisational Approval and Departmental Support

- The UK Host Organisation approver must approve the completed application. In the case of US Host Organisation approver, the Royal Society must approve the completed application. The completed application must be approved by the submission deadline **30 May 2018 15:00 UK time**.
- The following individuals must be listed under the Head of Department pages of the application form:
  - The **applicant's** (UK or US based) Head of Department
  - The **co-applicant's** (Hong Kong based) Head of Department
- It is recommended that Departmental Support is completed at least **5 working days** before the deadline of **30 May 2018 15:00 UK time** to ensure there is sufficient time to submit the application for organisational approval.

**Note:** if either the applicant or co-applicant is the Head of Department, then details of the individual to whom they report to must be supplied instead i.e. Head of School/Head of Faculty/Dean.

- **It is the applicant's responsibility to liaise with the Approver and Heads of Department to inform them of the deadline, check that they have received the email instructions for supplying the approval or indication of support through Flexi-Grant® and to ensure that**

**the task is completed by the deadline. Please contact the Royal Society before the deadline if there is a problem. Alternatively, UK Host Organisation's Approver and Heads of Department can contact us directly if they have not received the email. The Royal Society will not be held responsible for emails that are not received due to address errors or spam filters and no provision is made for non-receipt of emails sent by the Royal Society.**

### 3. Application Guidance Notes

#### Assessment Criteria

The primary considerations are listed below. Successful applications should be strong in all respects:

- The research background of the UK or US and Hong Kong based scientist
- The strength of the scientists and institution in the area of proposed research
- The mutual benefit of the collaboration
- The strength of the proposal
- The potential contribution to the UK or US science base
- The potential contribution to the Hong Kong science base
- The potential for long-term collaboration

#### Using Flexi-Grant®

Applications can only be submitted online using the Royal Society's Grants and Awards management system (Flexi-Grant®) via <https://grants.royalsociety.org>. Support, FAQs and troubleshooting can be found via <http://royalsocietyapplicantsupport.fluenttechnology.com/support/home>. If you have not previously used Flexi-Grant®, please follow the registration process from the Flexi-Grant®, homepage. **Paper-based applications will not be accepted.**

Before completing the online form, all applicants should check that they comply with the eligibility requirements and ensure all necessary information is presented in the application. These requirements are strictly adhered to and applications without all the necessary information, or evidence to show the assessment criteria are met, will be rejected.

**ORCID identifier:** All applicants applying to the Royal Society will be required to submit an ORCID (Open Researcher and Contributor ID) identifier before they can commence their application. ORCID maintains a registry of unique researcher identifiers and a transparent method of linking research funding, research publications, research data and any other research outputs to these unique identifiers. You can register for an ORCID identifier via <https://orcid.org/register>.

Further information about the Grants and Awards Management system can be found via <https://royalsociety.org/grants-schemes-awards/grants/flexi-grant/>.

**Inviting Participants:** All applications must be commenced by the UK/US lead applicant. The overseas partner will be considered as the co-applicant. The required participants (i.e. co-applicant and Heads of Department) can be invited through the Participants tab displayed on the Application Form Summary page. Under this section, please select 'invite' and enter the e-mail address of the participant and send the invitation. Once the recipient has accepted your invitation, their status will be displayed as 'active'. Upon completion of their section of the application form, their status will be displayed as 'complete'. You will not be able to submit your application form until the status of all participants' shows 'complete'. You can monitor the progress of your participant's activity through this section of the application form, and issue reminders as required. **Once participants have completed all their sections of the application form, please remind them to select 'Save & Submit' on the application form page or select 'Submit your contribution' on the summary page.**

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

On the occasion that an invited participant accidentally submits their section of the application form prematurely, the lead applicant has the ability to re-open the application form for the participant. To do this, the lead applicant should return to the Participant tab on the application form summary page. You will find a 're-open' button alongside the name of any participant who has completed their section of the form. Once you click this button, the form is reactivated and available for participants to amend.

#### Research Support Role

The Research Support role displayed under the participants tab is an optional role, which allows you to invite an individual from the relevant UK Host Organisation research support team to review and amend the application prior to submission. The primary purpose is to ensure that the requested finances have been recorded correctly for this specific grant programme. As this is an optional role, it will not affect your ability to submit your application for approval.

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

### Completing the application form

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

- Summary
- Eligibility Criteria
- Lead Applicant Personal Details (UK or US applicant)
- Lead Applicant Career Summary (UK or US applicant)
- Co-applicant Overseas Career Summary (Hong Kong applicant)
- Research Proposal
- Use of Animals in Research
- Financial Details
- Head of Department Support (of the UK or US applicant)
- Head of Department Overseas Support (of the Hong Kong applicant)

A full list of question fields to be completed as part of the application can be found in the following pages.

**Please note that questions with \* are mandatory fields, which is typically the majority of questions. You will only be able to submit your application for approval by the Host Organisation once all sections of the application form have been complete, and your participants have saved and submitted their work (please check the status of participants under the participants tab on the application form summary page). Late applications will not be accepted.**

In the following table each box represents a page of the application form; the left-hand column contains the questions within each of these pages as set out in the form; the right-hand column contains useful guidance on its completion.

**Note that questions with \* are mandatory fields.**

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

Summary	
Summary table	<p>The summary page of the application form provides instructions for submission of your application for approval from the UK Host Organisation. In addition you are provided with an overview for each section of your application form, the approximate length of time it will take to complete each section.</p> <p>The summary page also allows applicants to manage and invite participants (e.g. co-applicant, Heads of Department and Research Support (optional)) who will partake in the application form. Instructions for inviting participants can be found under the 'Participants' tab on the application summary page.</p>

	<b>Note:</b> you will only be able to submit your application for approval by the UK Host Organisation once all sections of the application form <u>and</u> participants' status are completed.
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<b>1. Eligibility Criteria</b>	
Eligibility Criteria *	Confirm that the applicant and co-applicant meet the eligibility criteria. Details of the eligibility criteria can be found on page 3-4.

<b>2. Contact Details</b>	
Title, Names, address, organisation and country *	<p>Review and complete your <b>personal details</b> accurately. Errors in this section can cause difficulties in processing your application. Address: must be the organisation address at which you are based.</p> <p>Under this section, you should edit the <b>contact type</b> of the participants who will partake in your application form. The system default contact type is set as 'collaborator'. Please amend the contact type of your Head of Department by clicking on 'edit', and under the contact type field, select the 'Head of Department'.</p> <p><b>Organisation:</b> this table will automatically display details of the intended UK Host Organisation '<b>marked by a tick</b>' which you selected previously. This is where the award will be administered, which may differ from your current organisation. <b>In the case of US applicants, please select "Royal Society" from the drop down menu.</b></p>
Email address *	This field defaults to the account in which the application has commenced, and is where all correspondence pertaining to the application throughout the application process, and in the event of the application being successful, will be sent.

<b>3. Lead Applicant Career Summary and 4. Co-applicant Overseas Career Summary</b>	
Full name *	Please enter your full name, including title below. <b>(Co-applicant only)</b>
Title of Current Position *	Please state the title of your current position. <i>(20 words max.)</i>
Current Employer *	Please enter the official organisation name of your current employer.
Current Department*	Please enter details of your current department name (e.g. Department of Astrophysics).
Country *	Please select the country where your current employer is based.
Current Position Start Date *	Please enter the date when your current position started.
Current Position end Date *	Please enter the date when your current position is expected to finish. If you are on a permanent contract please enter <b>31 December 2050</b> as your end date.
Qualifications *	Please list all your qualifications in reverse chronological order.

	<b>Note:</b> Please retrieve your qualifications from ORCID or list all your qualifications in reverse chronological order.
Career History *	Please list all of your appointments since your PhD and the dates in reverse chronological order, stating if part-time (and percentage part-time) when necessary.  <b>Note:</b> Please retrieve your career history from ORCID or list all your posts and the dates in reverse chronological order.
List your key and/or relevant publications *	Please provide details of authors, titles and references of your best publications in refereed journals, in reverse chronological order. You should choose not only the best but also those most relevant to the application to support your case.  Please provide up to <b>five</b> of your best publications.  <b>Note:</b> Please retrieve your key publication from ORCID or list your publication in reverse chronological order.
Field of Specialisation *	Please enter details of your field(s) of specialisation. (20 words max.)
Subject Group *	Please select the subject group that most closely reflects your area of research from the drop-down menu.
Summary of Your Current Research *	Please provide an outline summary of your present research. Please also include a brief comment on the strength of your organisations. (200 words max.)
PhD Award Date	Please enter the date that you were awarded your PhD. If you have not received your PhD, please enter your expected completion date below. If you do not hold a PhD please enter 00/00/0000.
<b>5. Research Proposal</b>	
Project Title *	Please give the full title of your proposed project. (20 words max)
Start Date *	Please enter the proposed start date of the project. Activities must start no earlier than 4 months after the application closing date and no later than <b>10 December 2018</b> .
End Date *	Please enter the proposed end date of the project. This must be 3 months from the start date.
Host Organisation*	Please select the organisation where the award will be held from the drop-down list.
Subject Group *	Please select the subject group that most closely defines the research area of the research proposal from the drop-down menu.
Subject Area*	Please select one or more subject areas that most clearly defines the research area of the research proposal from the subject sub-category list.
Research Aims *	Please state your scientific aims. (250 words max.)
Lay Summary *	Please provide a lay summary of your proposed project. This should be understandable by a layperson. Explain why you have chosen to work in this subject area and what it is about your proposed research that you find particularly exciting, interesting or important. If applicable, please also explain the potential impact or wider benefits to society of your research. (250 words max.)
Research Proposal *	Please provide details of your research proposal. Your proposal should also include an outline of the nature and purpose of your research project including a description of the experimental methods and techniques to be used. (500 words max.)



<p>Outline of Data Management and Data Sharing Plan *</p>	<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. <i>(200 words max.)</i></p> <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.</p> <p>The Society does not dictate a set format for data management and sharing plans. Where they are required, applicants should structure their plan in a manner most appropriate to the proposed research. The information submitted in plans should focus specifically on how the data outputs will be managed and shared, detailing the repositories where data will be deposited. In considering your approach for data management and sharing, applicants should consider the following:</p> <ul style="list-style-type: none"> <li>• What data outputs will be generated by the research that are of value to the public?</li> <li>• Where and when will you make the data available?</li> <li>• How will others be able to access the data?</li> <li>• If the data is of high public interest, how will it be made accessible not only for those in the same or linked field, but also to a wider public audience?</li> <li>• Specify whether any limits will be placed on the data to be shared, for example, for the purposes of safeguarding commercial interests, personal information, safety or security of the data.</li> <li>• How will datasets be preserved to ensure they are of long-term benefit?</li> </ul>
<p>Participants *</p>	<p>List other project participants from both teams, their current academic role/post and why you wish to include them on the project. Participants include PhD students, post-doctoral researchers and any other research staff members from both teams. <i>(200 words max.)</i></p> <p><b>Note:</b> There are no restrictions on the number of participants per team but only participants working within the applicant's and co-applicant's research group directly involved in the collaborative project are eligible to claim travel and subsistence against the award should the application be successful.</p>
<p>Benefits to individuals/ institution *</p>	<p>Please describe clearly the planned outcomes and any potential benefits that will result from the proposed collaboration for you, the co-applicant and the respective organisations.</p> <p>Please comment on the added value of the collaboration, and the intentions for sustaining the partnership in the longer term. <i>(200 words max.)</i></p>
<p>Benefits to UK/US *</p>	<p>Describe any potential benefits to the UK/US, and UK/US research that will result from the proposed project. <i>(200 words max.)</i></p>
<p>Benefits to Overseas Country*</p>	<p>Describe any potential benefits to the overseas country and/or country of origin that will result from the proposed project. <i>(200 words max.)</i></p>

<b>6. Use of Animals in Research</b>	
<p>The Royal Society is committed to supporting the development of alternative methods to reduce and/or replace the use of animals in research. Applicants proposing to use animals in their research must ensure that the use of animals falls within the regulations stipulated in the Animals (Scientific Procedures Act) 1986 and subsequent amendments. Additionally, applicants should continually be aware of developments in best practice, and adopt the principles of the 3Rs (<a href="https://www.nc3rs.org.uk/the-3rs">https://www.nc3rs.org.uk/the-3rs</a>) 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>	
Does your proposal involve the use of animals or animal tissue? *	Select 'Yes' or 'No'. If you have selected 'Yes' it is mandatory to complete all of the relevant questions on the Use of Animals in Research page.

<b>7. Financial Details</b>	
Budget Table *	<p>You are permitted to claim total costs for:</p> <ul style="list-style-type: none"> <li>• Travel (incl. subsistence)</li> </ul> <p>Sum of travel (international) and subsistence are calculated automatically. <b>Note:</b> up to £3,000 for 3 months.</p>
Justification for Subsistence *	<p>Please fully justify your request for subsistence.</p> <p>Fully justify your request for subsistence detailing accommodation, food and local travel costs to be incurred as a result of the International Travel/visits detailed above. You must complete a provisional visit plan for the duration of the award presenting the details as follows as this will enable us to easily assess the eligibility of your application:</p> <p><i>i.e. Last name of individual 1: Length of visit, Estimated date of visit, Destination, Cost; Last name of individual 2: Length of visit, Estimated date of visit, Destination, Cost i.e. Professor Smith: 2 months, Nov 2011, Taipei, £800; Professor Wang: 3 months, April 2012, UK, £1,000 etc.</i></p>
Justification for Travel *	<p>Please provide justification for the amount requested.</p> <p>Provide justification for the amount requested for international travel to be undertaken and the cost of individual travel expenses.</p> <p><b>Note:</b> international &amp; national airfares are expected to be economy/APEX rates.</p> <p>You must complete a provisional visit plan for the duration of the award presenting the details as follows as this will enable us to easily assess the eligibility of your application:</p> <p><i>i.e. Last name of individual 1: Length of visit, Estimated date of visit, Destination, Cost; Last name of individual 2: Length of visit, Estimated date of visit, Destination,</i></p>

	<i>Cost i.e. Professor Smith: 2 months, November 2011, Taipei, £600; Professor Wang: 3 months, April 2012, UK, £900 etc.</i>
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#### **8. Applicant Declaration \***

Please declare that:

- You have read the Terms and Conditions of Award under which Royal Society grants are awarded and, if a grant offer is made, you agree to abide by them.
- You have access to the necessary facilities to enable you to deliver the research proposed, and will continue to have access to the facilities for the duration of the project.
- You have agreed with your Head(s) of Department that you will be afforded sufficient time and resources to deliver the research project as described in this application.
- Please note that your declaration will be taken as a sign that your electronic signature is the legal equivalent to your wet signature on this application form

#### **9. Head of Departmental Support and 10. Head of Department Overseas Support \***

The lead applicant/co-applicant must invite both Heads of Department from the overseas and UK/US organisation to provide their support.

Please check which email address the Heads of Department would like to use, as they may already be registered on Flexi-Grant® and mistakes may lead to a delay in processing your application.

The Heads of Department is expected to supply their contact details and tick Yes or No to the following statement: The applicant/ co-applicant will be provided with adequate space and access to resources within my department.

#### **4. Review Process**

- All applications to the Kan Tong Po Visiting Fellowship Scheme are reviewed and assessed by two members of the selection panel who have the most appropriate scientific expertise using the criteria detailed on page 5.
- It is expected that applicants will be notified of the outcome of their application by email approximately 4-5 months after the application deadline.

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

**Appendix 1: Application Submission Process Flow Diagram**

