

Newton Mobility Grants

1. Overview

Aim: This scheme aims to help strengthen the research and innovation capacity of researchers from partner countries by assisting them in visiting or sending staff and students to the UK and developing networks, research projects and partnerships with their UK hosts/counterparts and the wider UK research and innovation community. Successful candidates may wish to consider subsequently applying for a Newton International Fellowship or Newton Advanced Fellowship to consolidate partnerships.

The Royal Society's Newton Mobility Grants are available through the [Newton Fund](#), which is part of the UK's official development assistance. Funds for a contribution towards travel, subsistence and research expenses can be requested for either a one-off short visit to explore opportunities for building lasting networks or for bilateral visits to strengthen emerging collaborations.

This scheme is **not** intended to support continued research activities between a UK applicant and an overseas applicant who was a former colleague or PhD student or to support other existing or recent collaborations between the UK applicant and overseas applicant. Rather, the scheme is intended to stimulate new collaborations between scientists in the UK and overseas partner countries which **must result in training and transferring knowledge and skill to help strengthen research capabilities of the overseas partner**, and contribute to promoting economic development and social welfare in the overseas country. The awards will also initiate the development of longer-term links between the overseas and UK researchers.

Objectives of the Newton Mobility Grants: The scheme is designed to offer a flexible platform for early career and established group leaders in partner countries to interact with their UK counterparts. The main aims of the programme are to:

- Strengthen research capacity of the partner countries - by facilitating training and skill transfer from the UK to partner countries.
- Support excellent research - by linking the best researchers in the UK with the best researchers and their groups in partner countries and providing support for initial exploratory research.
- Establish long term research links - between both partners to ensure sustainable research capacity in partner countries and benefit to the UK research community in the longer term.

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

Eligibility: 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 project. Collaborations should be based on a single project involving (or lead by) 'the applicant' (overseas based scientist) and 'the co-applicant' (UK based scientist). For further details please refer to the 'Eligibility Details' below.

Duration of funding: Awards are available for either up to 3 months, 1 year or 2 years.

Countries covered and associated partners: The Royal Society has established partnerships with funding organisations in each of the countries listed below, as a result, scientists from these countries are eligible to apply for the Newton Mobility Grants programme. These partners are offering similar opportunities for UK scientists wishing to visit partner countries. Available in this round are applications from:

- Brazil - Brazilian National Council of State Funding Agencies (CONFAP)
- Mexico - Mexican Academy of Sciences (MAS)
- South Africa - National Research Foundation (NRF)
- Malaysia - In partnership with the Academy of Sciences Malaysia (ASM) and the Malaysian Industry Government Group for High Technology (MIGHT)
- Thailand – In partnership with the Office of the Higher Education Commission, Ministry of Education (OHEC)
- Turkey – TUBITAK

Applicants applying from Malaysia and Thailand: by submitting your application you are agreeing that the information provided in your application can be shared with Malaysia's ASM and MIGHT and Thailand's OHEC respectively.

Further countries may be added in subsequent rounds.

If you do not wish to submit an application with the countries listed above as part of the Newton Fund or you wish to apply for collaborations with countries not listed here, please download the scheme notes entitled 'International Exchanges Scheme – Standard Programme'.

Value: The funding available is dependent upon the length of the visit and the partner country. Applicants may request:

- up to £3,000 for one-off travel lasting up to 3 months
- up to £6,000 for multiple visits to be completed within 1 year (including a maximum of £1,000 for research expenses)
- up to £12,000 for multiple visits to be completed within 2 years (including a maximum of £2,000 for research expenses)

In the case where the application is to support collaboration between the UK and Thailand, additional funding is available from OHEC to contribute the costs of the collaboration. Where applicants request the full £12k from the Royal Society, OHEC will provide matched up to a maximum of THB 500,000. Where candidates request less than £12k from the Royal Society, the funds requested from OHEC must be equivalent (for example if you request £6k from the Royal Society you may request THB 250,000 from OHEC).

For Malaysia, half of the award will be provided by the Royal Society and the other half from the Academy of Sciences Malaysia (ASM). Please note, the Royal Society's contribution to the award will be paid to the UK co-applicant's employing institution, with the ASM's half be paid in Malaysian Ringgit to the Applicant's employing institution. For clarity, a full award of £12,000 will be £6,000 from the Royal Society and MYR40,200 from ASM.

Please refer to 'Research Costs Justification' on **page 12** for a list of eligible and ineligible consumable items.

Transfer of funds to overseas institutions: The award will be paid to the UK institution in the first instance. Both applicants need to identify the most efficient modus to transfer the funds to the overseas institution. The Society will ensure that the funding will be transferred to the host institutions of the successful candidates.

Application process: The overseas applicant must draft and submit an application to the Royal Society by the deadline (see below) for up to £12,000. Please refer to 'Submission Process' on **page 15** for a step by step process.

Closing date(s): 14 March 2018 15:00 UK time

Results available: Results of the competition will be available about 4 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: newtoninternationalexchanges@royalsociety.org or call +44 (0) 207 451 2532.

The following scheme notes set out the eligibility and application process of the Newton Mobility Grants. Please read through the entire document before proceeding.

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2. Eligibility Details

Applicants

- The Overseas based scientist and/or project leader (the applicant) and the UK based scientist and/or project leader (the co-applicant) must have completed a PhD or have extensive experience at an equivalent level at the time of application.
- The UK applicant and overseas 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 and governmental bodies.
- The UK applicant and overseas applicant must be based in their respective countries/institutions at the time of application
- Applications must be started by the overseas applicant on behalf of the UK applicant and the respective teams i.e. the application must be initiated in the overseas applicant's Flexi-grant account
- Applicants and co-applicants are not permitted to submit more than one application per round (deadline) although may also apply for a Newton International Fellowship or Newton Advanced Fellowship
- UK award holders of a current Newton Mobility Grants award with the same overseas country as the (proposed) application may not apply until the project has ended and the final report has been submitted.
- 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

Activity

- All activities must be on a subject within the natural sciences, including: physics, chemistry, mathematics, computer science, engineering, agricultural, biological or bio-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 can only support travel between the UK and the overseas collaborator's country; costs for travel between a third country are not eligible.
- Activities must start no earlier than 4 months after the closing date and no later than:
a) 15 September 2018 in the case of the applications submitted to **2018/R1**
- Activities fundable under this scheme are as follows:
 - **One-off visit collaborations**
 - One visit to be taken in either direction i.e. either the UK applicant undertakes a visit to the overseas institute or the overseas applicant visits the UK institute
 - Visits to last between 1 week-3 months
 - Up to £3,000 available
 - **Multiple visits collaborations**
 - Collaborative visits to be undertaken over a period of either up to:
 - a) 1 year with up to £6,000 available, £1,000 of which can be spent on consumables or
 - b) 2 years with up to £12,000 available, £2,000 of which can be spent on consumables

- Visits are expected to be bilateral meaning that the UK applicant and overseas applicant and/or project participants must undertake at least one visit to the overseas collaborating institute during the award period. UK Researchers may visit overseas partners for the purposes of providing training and skills transfer through collaboration.
- Any project participants must be working in a UK/overseas university or research institute. The Royal Society would like to encourage the participation of junior scientists from the overseas partner including PhD students. Funding cannot be used to support UK based PhD students.
- Only participants based at the same institution and working within the UK applicant's or overseas 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.

UK Host Organisation approval and Departmental Support

- The UK Host Organisation approver must approve the completed application by the submission deadline.
- The following individuals must be listed under the Head of Department pages of the application form and they can be invited under the Participants tab displayed on the Application Form Summary page:
 - The **applicant's** Head of Department
 - The **co-applicant's** Head of Department
- It is recommended that the Departmental Supports should be completed at least **5 working days** before the submission deadline to ensure there is sufficient time for organisational approval.

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

3. Application Guidance Notes

Assessment Criteria

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

- The training and development of the overseas researcher and the transfer of new skills to the applicant's research group
- The research background of the UK and overseas 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 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 obtain 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 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:

- Page Summary**
- Eligibility Criteria**
- Contact Details (Overseas applicant/team leader)**
- Overseas Applicant Career Summary (Overseas applicant/ team leader)**
- UK Co-applicant Career Summary (UK applicant/team leader)**
- Research Proposal**
- Use of Animals in Research**
- Financial Details**
- Applicant Declaration**
- Head of Department UK Support (of the UK applicant/team leader)**
- Head of Department Overseas Support (of the overseas applicant/team leader)**

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 marked as complete, and your participants have marked their work as complete (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.

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

Please note the Lead Applicant must be the researcher based in the Newton Fund Country

Page Summary	
Summary table	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>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> <p>Note: 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.</p>
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1. Eligibility Criteria	
Eligibility Criteria *	Confirm that the applicant and co-applicant meet the eligibility criteria. Details of the eligibility criteria can be found on page 5.

2. Contact Details	
Title, Names, address, organisation and country *	<p>Review and complete your personal details accurately. Errors in this section can cause difficulties in processing your application.</p> <p>Under this section, you should edit the contact type of the participants who will partake in your application form. The system default contact type is set as 'collaborator'. To amend the contact type of your Head of Department, click 'edit', and under the contact type field, select the 'Head of Department'.</p> <p>Organisation: this table will automatically display details of the intended UK Host Organisation 'marked by a tick' which you selected previously. This is where the award will be administered, which may differ from your current organisation</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.

3. Overseas Applicant Career Summary and 4. UK Co-applicant Career Summary	
Full name *	Please enter your full name, including title below. (Co-applicant only)
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. (Applicant only)
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 31 December 2050 as your end date.
Qualifications *	Please list all your qualifications in reverse chronological order.

	Note: 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. Note: 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 *	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 five of your best publications. Note: 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
5. Research Proposal	
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 14 September 2018.
End Date *	Please enter the proposed end date of the project. This must be either 3 months, 1 year or 2 years from the start date.
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. 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.)
Outline of Data Management and	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>Data Sharing Plan*</p>	<p><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"> • What data outputs will be generated by the research that are of value to the public? • Where and when will you make the data available? • How will others be able to access the data? • 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? • 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. • How will datasets be preserved to ensure they are of long-term benefit?
<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>Note: 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 how the award will contribute to the transfer of knowledge and research capabilities to the overseas partner, 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 *</p>	<p>Describe any potential benefits to the UK, and UK 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</p> <p>Please describe how the research will contribute to promoting economic development and social welfare of the country to benefit the wider society <i>(200 words max.)</i></p>

6. Use of Animals in Research	
<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> (https://www.nc3rs.org.uk/the-3rs) 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.

7. Financial Details	
Duration *	Specify the duration of your project: 3 months, 1 year or 2 years.
Budget Table *	<p>You are permitted to claim total costs for:</p> <ul style="list-style-type: none"> • Consumables (inc. field work). Note: £0 for 3 months, up to £1,000 for 1 year or up to £2,000 for 2 years project duration • Subsistence • Travel <p>The grand total of Travel (international), Subsistence and Consumables (inc. field work) are calculated automatically. Note: up to £3,000 for 3 months, up to £6,000 for 1 year or up to £12,000 for 2 years duration.</p>
Justification for Consumables (incl. fieldwork) *	<p>Please fully justify your request for consumables, including expenses for fieldwork.</p> <p><i>i.e. Item 1: cost; Item 2: cost i.e. Computer software: £500; Visa charges (x4): £200 etc.</i></p> <p>Eligible consumable costs include Visa charges, police registration fees, postage and printing, books, reagents, computer software, stationery for overseas visitors whilst in the UK, fieldwork expenses, and animal and plant licence fees.</p> <p>Ineligible consumable costs include but are not limited to Publication costs, computer hardware, bench fees, conference registration fees, travel to conferences, departmental costs/overheads, access charges, medical insurance, excess baggage, expenses relating to accompanying dependents, contributions towards salaries, costs involving travel to a third country and costs incurred by project participants not associated with the applicant organisations.</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>Note: international & 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, Cost i.e. Professor Smith: 2 months, November 2011, Taipei, £600; Professor Wang: 3 months, April 2012, UK, £900 etc.</i></p>
Justification for Other Expenses	<p>Please fully justify your request for all other expenses.</p> <p>Researchers applying from Thailand only. Please provide a justification for the additional funds that OHEC will provide.</p>

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 Department UK Support and 10. Head of Department Overseas Support *

The lead applicant/co-applicant must invite both Heads of Department from the overseas and UK 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 are 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 International Exchanges 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 7.
- It is expected that applicants will be notified of the outcome of their application by email approximately 4 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

