

University Research Fellowships 2018

1. Overview

Aim: The University Research Fellowship (URF) scheme aims to provide outstanding scientists, who have the potential to become leaders in their chosen field, with the opportunity to build an independent research career. Those appointed are expected to be strong candidates for permanent posts in universities at the end of their fellowships. This scheme is very competitive.

Subjects covered by URF: Natural sciences (including agriculture, mathematics, technology, engineering science, but excluding clinical medicine and biomedical sciences).

The Royal Society currently accepts biomedical applications in the UK through the [Sir Henry Dale Fellowships](#), in joint collaboration with the Wellcome Trust. Please note that all research areas covered by the Wellcome Trust's scientific remit are considered to be biomedical, including basic biomedical science. Potential applicants can check the Wellcome Trust's scientific remit by consulting the Expert Review Group list under the Advisory Committees section at wellcome.ac.uk/about-us/governance. Please contact us before submitting an application if you need clarification on the remit of your proposed research.

2. Eligibility Requirements

Applicants must:

- Have a PhD, applicants who have just submitted their PhD will not be considered.
- Be at an early stage of their research career with between three to eight years of actual research experience since their PhD (i.e. date on which the degree was approved by the board of graduate studies) by the closing date of the round. Career breaks will be taken into consideration (see below for more details).
- Not hold a permanent post in a university or not for profit research organisation.
- Not hold or previously have held a nationally competitive fellowship that provides an opportunity to establish an independent research group and therefore independent researcher status i.e. that allows the applicant to submit research grants as a PI or be registered as the primary supervisor of a PhD student. For example, STFC Rutherford Fellowship, NERC Independent Research Fellowship, EPSRC Early Career Fellowship or BBSRC David Phillips Fellowship. (Note holders of postdoctoral training fellowships such as the Marie Skłodowska-Curie Actions can apply. Royal Society Dorothy Hodgkin Fellows who meet with the research experience eligibility requirements outlined above can also apply).

The Scheme is open to applicants of all nationalities. Note, University Research Fellows are eligible for the Tier 1 (Exceptional Talent) visa accelerated process of endorsement under the Exceptional Promise category (see page 20-21

gov.uk/government/publications/guidance-on-policy-for-uk-visas-under-tier-1-exceptional-talent).

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.

The Society recognises there are diverse research career paths, as well as the challenges of managing a research career alongside other personal commitments. When reviewing applicants' eligibility and research experience, the Society will consider time spent outside the research environment. 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 not only take into account the actual period of leave taken (e.g. 12 months), the Society will also allow an additional six months for each period of leave (i.e 12 months plus 6 months=18 months) 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: Initially funding is provided for five years, followed by a potential extension of three years. Fellowships start from 1 October 2018.

Place of tenure: Fellowships must be held in a UK University or not-for-profit research organisation (including Research Council Institutes).

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.

Successful applicants are expected to 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 during the fellowship: The University Research Fellowship is highly flexible and part-time working, sabbaticals and secondments can be accommodated. There is also provision for maternity, paternity, shared parental leave, adoptive or extended sick leave (royalsociety.org/leave-policy).

Value and support provided: Provides funding to cover a 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. In addition, a contribution to research expenses (£13K in year one and £11K thereafter). URFs are expected to establish their independent research career 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 basic salary for the first year will be comparable to academic staff at an equivalent career stage such as an early stage lecturer, up to a maximum of £40,030.34 per annum.

An annual spine point increase of 3% may be applied to the basic salary and oncosts. The Society will apply an inflationary increase to the salary, indirect and estates costs 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 33

Additional awards:

Up to 3 awards supported through the Global Challenge Research Fund will also be available to those candidates that meet with the expected standard for a URF and are working in areas primarily and directly relevant to global challenges faced by developing countries. (royalsociety.org/grants-schemes-awards/grants/global-challenges-research-fund/)

3 more awards will also be available in this round for outstanding candidates in the physical sciences and engineering subject areas, thanks to generous support from the Tata group. The Royal Society Tata University Research Fellowships will cover 100% of salary costs and research expenses. As per charity supported fellowships the Host Organisation will be able to claim indirect and directly allocated costs from the Charity Research Support Fund (hefce.ac.uk/rsrch/funding/charity/). Royal Society Tata University Research Fellows are afforded all the recognition and benefits given to all University Research Fellows as well as benefitting from the Tata brand and associated opportunities through partnerships with Tata companies.'

3. Timings and assessment criteria

Closing date: 15:00 BST on 4 September 2017

Note the deadline for the Nominated References and the Head of Department Statements is the same as the round closing date: **15:00 BST 4 September 2017**.

Results available: It is expected the results of the competition will be available around the end of May 2018. Please note that applicants who pass through the second short listing stage will be asked to attend an interview, which will fall between 3-13 April 2018.

Assessment criteria

- The scientific track record of the applicant commensurate with research experience: past achievements, research career to date, publication record, likely contribution to research field, future potential to become a research leader.
- The suitability of host institution including appropriate expertise/equipment and research environment. Support for career development
- The scientific merit, originality, significance and quality of proposed research project and likelihood of achieving goals.

Other Important information to note:

- Applications will be made using the new Flexi-Grant® system. FAQ and Troubleshooting information can be found online (support.flexigrant.com/support/home)
- Please read the enclosed scheme guidance notes to help you complete your application.
- 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.

‘Starter’ Research Grants for 1st year Royal Society University Research Fellows

Royal Society University Research Fellows and Royal Society Dorothy Hodgkin Fellows awarded in 2018 are eligible to apply for a ‘starter grant’ of up to £150,000 of a maximum duration of 4 years. This funding may be used to purchase consumables, specialised equipment and services, to support a PhD student and to support travel and subsistence costs for the award holder. Grants are awarded on a competitive basis and a significant proportion of first year University Research Fellows and Dorothy Hodgkin Fellows will receive this additional start up grant. Further information on the application process for this research grant will be provided once the fellowship award has been accepted.

4. Application Guidance Notes

Using Flexi-Grant®

Applications can only be submitted online using the Royal Society’s Grants and Awards management system (Flexi-Grant®) via grants.royalsociety.org. Support, FAQs and troubleshooting can be found via 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 orcid.org/register.

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

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**
- Applicant Personal Details**
- Applicant Career Summary**
- Research Proposal**
- Use of Animals in Research**
- ODA Compliance**
- Financial Details**
- Applicant Declaration**
- Head of Department Support**
- Nominated Reference Support**

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

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 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.

Inviting Participants

To complete and submit the application form, the lead applicant is required to provide supporting statement from up to three individuals (including the Head of Department at the Host Organisation, and two nominated referees). These individuals can be invited through the participants tab displayed on the application form summary page. Under this section of the form you will find each of the required participants as described above displayed. Please select invite and enter the e-mail address of the person who you wish to invite to provide the relevant statements, 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. Please remind your participants to select the 'mark my work as complete' button once they have finished.

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](#).

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 Host Organisation. In addition, you are provided with an overview for each section of your application form, including 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 (eg. Head of Department and Nominated Referees etc) who are required to contribute to 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 Host Organisation once all sections of the form have been completed.</p>

Eligibility Criteria	
Eligibility Criteria*	Confirm that you meet the eligibility criteria. Details of the eligibility criteria can be found on pages 2-3.

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 Host Organisation 'marked by a tick' which you selected previously, and your current organisation if different from the organisation where the award will be held and administered.</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.

Applicant career summary	
Title of Current Position*	Please give the title of your current position.
Current Employer*	State the organisation name of your current employer (e.g. University of Bath).
Current Department*	State your current department (e.g. Department of Astrophysics).
Current Position Start Date*	State when your present contract or other support (eg. fellowship) started.
Current Position End Date*	State when your present contract or other support is expected to finish.
Date of First Post-Doctoral Research Position*	Please provide the date when you started your first post-doctorate position
PhD Award Date*	Please provide the date when you received formal notification of your PhD thesis being accepted in its final form.
PhD Institution*	Please provide the Institution where you obtained your PhD.
Personal Statement*	<p>Please provide a personal statement about your research career to date including prizes and achievements and your career and research aspirations in the long term. You should state why the aims of this fellowship will be beneficial to you at this stage in your career, how it will develop your research career and how it will help you to reach independence.</p> <p>Plain text only 500 words</p>
Applicant Career History*	<p>Please provide a full list of your appointments since your PhD in reverse chronological order stating if part-time (and percentage part-time) when necessary.</p> <p>Please provide full details of any periods of part-time working, career breaks, extended sick leave 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> <p>Note: You can retrieve your career history information from your profile to complete this section of the application form using your ORCID identifier.</p>
Applicant Qualifications*	<p>Please list all your qualifications in reverse chronological order.</p> <p>Note: You can retrieve your qualification information from your profile to complete this section of the application form using your ORCID identifier.</p>

<p>List your Key and/or Relevant Publications*</p>	<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>Most significant publications - Please identify with asterisks up to 3 publications which you considered to be most significant and your contributions. Your list should have two sections: (i) refereed papers in primary journals, (ii) contributions to symposia and compiled volumes (refereed only).</p> <p>Publications arising from large collaborative programmes – Clearly specify the exact role and contribution made towards large collaborative research programmes that have resulted in multi-authored publications.</p> <p>Do not include publications or articles that are in draft, 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 author, and publications in journals being the main gauge of success, please provide a brief explanation at the top of your publication list.</p> <p>Note: You can retrieve your publications from your profile to complete this section of the application form using your ORCID identifier.</p>
<p>Applicant Research Funding*</p>	<p>Please detail any past, existing and pending research grants or other sources of research support. Please give particulars (Type of award, value and title of research) and confirm if these would continue if you received this fellowship?</p> <p>Note: You can retrieve your information from your profile to complete this section of the application form using your ORCID identifier.</p>

<p>Research Proposal</p>	
<p>Project Title*</p>	<p>Plain text only</p>
<p>Keywords*</p>	<p>Provide 5-10 keywords which could be used to identify your research. This will aid with identifying the most appropriate peer reviewers.</p>
<p>Subject Group*</p>	<p>Please select the group that most closely reflects your area of research.</p>
<p>Subject Area*</p>	<p>Please select the subjects that most closely reflect your area of research.</p>
<p>Abstract*</p>	<p>Provide a scientific summary of your proposed project. This should be a summary of your research proposal, briefly outlining the background and summarising the aims of your project.</p> <p>Plain text only Maximum of 400 words</p>
<p>Lay Summary*</p>	<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. If</p>

	<p>relevant 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 Panel members place importance on this part of the application.</p> <p>Plain text only Maximum of 250 words</p>
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 also 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. Consequently, illustrations and photographs with fine detail or in colour are best avoided.</p> <p>PDF file 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.</p> <p>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.</p> <p>Plain text only Maximum 1500 words</p> <p>When entering plain text, avoid using symbols as some may not be accepted by Flexi-Grant®. 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.</p>
Named collaborators	<p>If you have named collaborators in your research proposal please provide letters of support.</p>
Host Department*	<p>Please provide the name of the proposed department at your host organisation where you will hold the fellowship. Please enter the official name (e.g. <i>School of Chemistry</i> rather than <i>Chemistry</i>)</p>
Justification for Choice of Host Organisation*	<p>Please provide a short statement justifying your choice of host institution (i.e. why is it best suited for your research and career?).</p>
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"> • 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>Plain text only Maximum of 200 words</p>
Use of Animals	
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> (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?*	<p>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.</p>

ODA Compliance	
<p>Up to 3 awards supported through the Global Challenge Research Fund (GCRF) will also be available to those candidates that meet with the expected standard for a URF and are working in areas primarily and directly relevant to global challenges faced by developing countries. For more details see royalsociety.org/grants-schemes-awards/grants/global-challenges-research-fund/</p> <p>Please indicate if you think your proposed research meets with the remit of the GCRF.</p>	

If yes please complete the following questions:	
How is your proposal directly and primarily relevant to the development problems of these countries?	Please provide a statement. Plain text only Maximum of 200 words
How do you expect that the outcome of your proposed activities will promote the economic development and welfare of a country or countries on the DAC list?	Please provide a statement. Plain text only Maximum of 300 words
Which country/countries on the DAC list will directly benefit from this proposal?	Tick the relevant country/countries

Financial details	
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 outlined below). (Except for RS Tata URFs where the Society will fund 100% of direct costs and no estates or indirect costs).</p> <p>Applicants must consult with the appropriate financial administrators before completing these details.</p> <p>When completing the budget table in Flexi-Grant® please ensure to provide 100% values.</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 1 October 2018.</p>
Directly incurred costs*	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 £40,030.34.</p> <p>The aim of the Fellowship is to support researchers establishing their independent 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 academic staff at equivalent career stage such as an 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>
London Allowance	Where appropriate, and if not included in basic salary, please give details of any London weighting allowance.
On costs*	Please indicate the funding required for employer's oncosts e.g. employer's National Insurance contributions and employer's pension contributions.
Research expenses*	Up to £13,000 in year 1 and up to £11,000 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.
Other research expenses	<p>Other expenses may include:</p> <ul style="list-style-type: none"> • field trip expenses (including fieldwork fees/subjects/informants) • travel costs for research collaborators • access charges of external facilities • animal and plant licence fees • software licenses <p>Funding for costs related to public communication can also be requested. The Society is keen to encourage activity in this area.</p> <p>Funding for undergraduate summer studentships (a stipend of up to £2000) can be requested, with normally a maximum of 2 studentships for the whole duration of the Fellowship.</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>Any request for other expenses must be fully justified.</p>
Animal purchases	Funding for animal purchases may be requested but should be fully justified in section 5 of the application form.
Animal maintenance	Funding for animal maintenance may be requested but should be fully justified in section 5 of the application form.

Travel *	<p>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> <p>A maximum of 50% of the annual research expenses claim can be spent on travel. If you are requesting less than £6,000 in any one year, than the travel part can be up to £3,000 (i.e. possibly more than 50%).</p>
Equipment*	<p>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).</p>
Indirect costs*	<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>
Directly allocated costs*	<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, depreciation costs and charge out costs for major facilities.</p> <p>Any request for other directly allocated costs must be fully justified. This cannot include infrastructure technician costs.</p>
Justification*	<p>Please fully justify all claims for research expenses by referring to each budget heading. Note any relevant scheme restrictions. Funding will not be awarded without justification. Plain text only.</p>

Nominated referees

Two personal referees*	<p>You should invite two referees who can provide confidential references for your application, by following the instructions under the participants tab on the application form summary page. Please check with them that they are happy to provide the references, and inform them that they will be contacted by email and asked to provide references via the Flexi-Grant® system by 15:00 BST 4 September 2017.</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>
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Departmental support	
Head of department*	<p>You should invite the Head of Department at your host organisation to provide a statement of support by following the instructions under the participants tab on the application form summary page. Please check that they are able to supply their statement by 15:00 BST 4 September 2017.</p> <p>Check which email address your Head 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.</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>

Applicant Declaration	
Please declare that:	
<ul style="list-style-type: none"> • 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 of Department that you will be afforded sufficient time and resources to deliver the research project as described in this application. 	

4. Review process

Applications are assessed by the Research Appointments Panels; which are split by subject group into one Biological Sciences Panel and three Physical Sciences Panels. The panel membership is likely to include Fellows of the Royal Society and Members of the Royal Irish Academy.

Your application will automatically be allocated to a panel based on the subject group you select. All proposals submitted are initially reviewed and assessed by two members of the selection panel who have the most appropriate scientific expertise. Following initial assessment, a shortlist is drawn up, with shortlisted proposals subject to high quality peer review. 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 with oversight by the Chair. If successful at this stage, you will be

notified about your interview in March. Interviews are normally held in the first few weeks in April. It is expected that applicants will be notified of the outcome of their application by email by the end of May.

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 Flexi-Grant® process, please contact the Grants Team, The Royal Society, 6-9 Carlton House Terrace, London, SW1Y 5AG (email: URF@royalsociety.org).

Appendix 1: Application Submission Process Flow Diagram

