

Royal Society Wolfson Research Merit Awards

1. Overview

Aim: The primary aim of this scheme is to provide universities with additional support to enable them to attract to the UK, or retain, respected scientists of outstanding achievement and potential. Awards are made to the university and therefore researchers must remain at the university named on the application.

Subjects covered: The awards are funded jointly by the Wolfson Foundation and the Department for Business, Energy and Industrial Strategy (BEIS) and support researchers in all sciences, i.e. the disciplines in which the Society will elect researchers to the Fellowship of the Royal Society (all areas of the life and physical sciences, including engineering).

Eligibility:

Nominated researchers may be of any nationality and must either currently hold a permanent post (wholly funded by the nominating university) or have received a firm offer to take effect from the start of the award. Eligibility of the application must in the first instance be discussed between the Vice Chancellor at the university or their elected representative (e.g. appropriate Head of Department).

Nomination and application process: The Vice Chancellor or Head of Department will need to contact the Royal Society Grants Office **by email** (seniorfellowships@royalsociety.org), after which a weblink to a nomination form on the Royal Society's Grants and Awards management system (Flexi-Grant®) will be provided (see stage one below). The nomination form will request information such as the details of the case for recruitment or retention of the nominated researcher. After the completed nomination form has been considered by the Royal Society, the nominated researcher (applicant) will be sent a weblink inviting them to complete and submit a full application in that current round on Flexi-Grant®.

'Fast Track' applications: In cases where a rapid decision is urgently required outside of a current round there is scope to assess applications on a 'Fast Track' process. Please contact the Senior Fellowships team (seniorfellowships@royalsociety.org) if you wish to discuss this option.

Length of tenure: The award is for five years.

Place of tenure: Awards must be held at a UK university and therefore applications will only be accepted from UK universities.

Value: Provides funding for salary enhancement usually in the range of £10K to £30K per annum. It will be the responsibility of the host university to pay the basic salary including employer's contribution for pension and National Insurance for both the basic salary and the merit award salary enhancement.

Please note: Research expenses will only be considered for overseas researchers being recruited to the UK to support integration into the UK research and funding environment. Researchers who are already based in the UK cannot request research expenses. Claims for administrative or research staff salaries as part of research expenses will not be considered.

It is expected that the university will continue with the salary enhancement and research expenses payments beyond the end of the award.

Closing date: 23 January 2018 (15:00 UK Time).

Eligible applications received by this date will be considered at the Selection Panel meeting by the end of **April 2018**. The outcome is likely to be announced by the end of **May 2018**.

Please bear in mind that in order for the application to be considered by the Royal Society, the application needs to be submitted (including completion of Head of Departments' and two nominated referees' support statements and financial details) and approved by the host organisation by the deadline.

Assessment criteria

In addition to the case for recruitment/retention, criteria for the award will include:

- the research track record and promise of the researcher
- the contribution that the researcher can make to the furtherance of UK research in the researcher's field
- the record and promise of the university in the researcher's field
- the quality of laboratory and other facilities which the university intends to make available to the researcher to undertake research
- the researcher's expected contribution to promoting and disseminating research at the university and more widely, including the balance between research, teaching and any other duties and the university's commitment to his or her longer-term and broader career development.

Contact Information

Enquiries 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 contact the Grants Section Senior Fellowships team (tel: +44 (0) 20 7451 2653 or email: seniorfellowships@royalsociety.org).

Please quote your application reference number in all correspondence to the Royal Society.

The following scheme notes set out the application process of the Royal Society Wolfson Research Merit Awards scheme

Please read through the entire document before proceeding

2. Timetable

Applications deadline	23 January 2018 15:00 (UK Time)
Application outcome	End of May 2018

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

All applications must be approved by the UK Host Organisation and the applicant's departmental support must be completed before you can submit via Flexi-Grant®. Late applications will not be accepted.

ORCID identifier

All applicants applying to the Royal Society will be required to submit an ORCID (Open Researcher and Contributor ID) identifier before their application will be accepted for submission. 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. This is a

mandatory requirement at the application submission stage only. You can register for an ORCID identifier via <https://orcid.org/register>.

Adding Participants

All applications must be commenced by the lead applicant. To invite a participant (i.e. Head of Department (the nominator) and the 2 nominated referees) to your application, the participant will need to be registered on Flexi-Grant®. You will need to ensure you have their registered email address to invite the participant on the participant tab.

Completing the application form

Note that questions with * are mandatory fields. Please read these guidance notes carefully as you complete the form.

Nomination – to be completed by either the Vice Chancellor or Head of Department of the UK host organisation.

In case your nominee is invited to make a full submission, you, as the Head of Department will need to complete the support statement, including finances and upload the Vice Chancellor Support Letter (PDF) (mandatory requirements).

Head of Department Contact Details	
Full Name including Title*	Please enter your full name and title
Current Position*	Please state the title of your current position
Department*	Enter details of your current department name (e.g. Department of Astrophysics)
Host Organisation*	Enter your current university's name
Email Address*	Please state your email address

Nominee Contact Details	
Full Name including Title*	Please enter your nominee's full name and title
Current Position*	Please state the title of your nominee's current position
Department*	Enter details of your nominee's current department name (e.g. Department of Astrophysics)
Current Host Organisation*	Enter your nominee's current host organisation's name
Country*	Enter your nominee's current country of residence
Email Address*	Please state your nominee's email address

Case for support	
Recruitment or Retention*	<p>Please specify whether this application is in support of recruitment (overseas) or retention to your Host Organisation.</p> <p>Please select from the drop down menu the current status of the individual being put forward for a full application.</p>

Statement of Support*	<p>Please provide a confidential statement, commenting on the suitability of the nominated applicant and the merit of the proposed research project.</p> <p>Please, elaborate on the need for this award, indicating what difference it would make for the nominated applicant regarding staying at your organisation. Please, expand on whether the offer has been made/accepted (for recruitment) and whether specific approaches from overseas institutions have been made to the nominated applicant (for retention).</p> <p>Please, state how the nominated applicant's research falls within the strategy of the department, and list any further actions taken from the university/department in order to retain/recruit the nominated applicant. (500 words max.).</p> <p>In case your nominee is invited to make a full submission, you, as the Head of Department will need to complete the support statement, including finances and upload the Vice Chancellor Support Letter (PDF).</p>
Head of Department Support*	Please confirm whether the applicant will be provided with adequate space and access to resources within your department.
Salary Enhancement*	Please confirm that the salary enhancement will be maintained beyond the tenure of this award.

Stage two – to be completed by the nominated applicant

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, and the number of participants required to participate in completion of your application form. Participants can be invited from the participant 'tab' which can be located just above the page summary header.</p> <p>Note: you will only be able to submit your application for approval by the UK Host Organisation once all sections of the form have been completed, which includes the Heads of Department support statement (including financial details and Vice Chancellor's supporting letter) and two nominated references. Please invite them to your application at the beginning of your application.</p>

Eligibility Criteria	
Eligibility Criteria*	Confirm that you meet the eligibility criteria. Details of the eligibility criteria can be found on page 1.

Applicant Personal 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. The address must be of the organisation at which you are based.</p> <p>Note: correspondence in connection with this application will be sent to the applicant.</p>
Email address*	In the case of the lead applicant 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.
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Applicant Career Summary	
Title of Current position*	State the title of your current position. (20 words max.).
Current Employer*	Enter the official organisation name of your current employer (for recruitment cases, it should be the overseas host organisation).
Current Department *	Enter details of your current department name (e.g. Department of Astrophysics). (for recruitment cases, it should be the overseas department)
Contract Type*	Please select from the dropdown menu the type of contract you currently hold.
Source of Salary*	Please select from the dropdown menu the source of funding for your post
Current Position Start date*	Please complete the date in dd/mm/yyyy format. Recruitment cases: If you have not taken up your position, please state your expected start date.
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. Please complete the date in dd/mm/yyyy format.
Field of Specialisation*	Enter details of your field(s) of specialisation. (20 words max.).
Subject Group*	Select the subject group/area(s) that most closely reflects your area of research from the drop-down menu and tick box options.
Subject Area*	Please select one or more subject areas that most closely reflects your area of research.
Personal statement*	Please provide a personal statement about your qualifications, research career to date and aspirations in the long term. Please ensure that it includes information about your achievements in making your research more accessible to non-specialist audiences. (500 words max.).
Applicant Career History*	Please list all your posts and the dates in reverse chronological order. The depth of information you provide is up to you, but this will represent you under assessment and so it is worth including as much good evidence for your academic merit as possible. Note: if you have an existing ORCID identifier, you can retrieve your career history from your profile to complete this section of the application form.
List your key and/ or relevant publications*	Provide details of authors, titles and references for up to ten 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. Note: if you have an existing ORCID identifier, you can retrieve your key publications from your profile to complete this section of the application form.
Applicant Research Funding History*	Please give brief details of current and any relevant previous research funding and other income for research, indicating source and value (GBP, approximately) in reverse chronological order.
Supporting Documents*	Please upload any documents (PDF), that you feel may support this application. Please upload relevant documents that provide evidence to support the case of recruitment or retention, such as employment offers, informal offers or interview invitations from other organisations. The Panel will consider these documents during their assessment of your case for recruitment or retention.

Research Proposal	
Project Title*	Give the full title of your proposed project. (20 words max).

Start Date*	Please complete the start date in dd/mm/yyyy format The earliest date that the award could commence is 01 June 2018.
Subject group and Subject Area*	Select the subject group/area(s) that most closely defines the research area of the research proposal from the drop-down menu and tick box options. This will enable us to allocate the application to the most appropriate assessment panel.
Lay Summary*	Please provide a lay summary of the research that will be pursued in the refurbished laboratory. This should be understandable to an A-level science student. 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. <i>(250 words max.)</i>
Research Proposal*	<p>You can either detail your research proposal within this application form (<i>1,500 words max.</i>), or alternatively upload it as a PDF file. PDF files must be no longer than 3 sides of A4, portrait orientation, be titled, the text size cannot be smaller than Arial size 10 and not more than 3MB. Applicants are requested to make sure uploaded PDF documents are unlocked.</p> <p>Your research proposal should provide a general description of the proposed research to be carried out. This should include, but is not limited to, the following:</p> <ul style="list-style-type: none"> • clear specification of the context and research objectives of the proposed study. • description of the methodology to be used.an indication of the milestones and timescales.
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.</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? 	
Outline of data management and data sharing plan*	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>

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.

Financial Details (Please note this is to be completed by either the Vice Chancellor or Head of Department of the UK host organisation)	
Proposed Budget*	<p>Please provide a summary of your requested budget in the table provided.</p> <p>Research expenses can only be requested in cases of recruitment of an overseas researcher to the UK. In cases where research expenses are being requested.</p> <p>As indicated under page 1, no other costs can be included as part of this application.</p>
Current Salary	Please enter details of your current basic salary, including currency. Please also include details of any current salary enhancements.
Justification for Salary*	Please provide justification for the amount requested.
Justification (recruitment cases only)*	<p>Please provide justification for the research expenses requested and indicate if the level requested will differ in later years of the award.</p> <p>Please note that funding must not be requested for items that could be supported by other sources, e.g. research council support.</p>

Applicant Declaration*
<p>By completing this section you are declaring that the information you have provided in your application is true and correct.</p> <p>You are also signing to confirm the following:</p> <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(s) of Department that you will be afforded sufficient time and resources to deliver the research project as described in this application.

Applicant Head of Department Support*
<p>Please provide a confidential statement, commenting on the suitability of the nominated applicant and the merit of the proposed research project. In case the nominee is invited to make a full submission, the Head of Department will need to complete the support statement, including finances and upload the Vice Chancellor Support Letter (PDF).</p> <p>Please upload any documents (PDF), that you feel may support this application, such as employment</p>

offers, informal offers or interview invitations. In addition to the assessment criteria, the Panel will review these documents during their assessment of the case for recruitment or retention.

Please, elaborate on the need for this award, indicating what difference it would make for the nominated applicant regarding staying at your organisation. Please, expand on whether the offer has been made/accepted (for recruitment) and whether specific approaches from overseas institutions have been made to the nominated applicant (for retention).

Please, state how the nominated applicant's research falls within the strategy of the department, and list any further actions taken from the university/department in order to retain/recruit the nominated applicant.

Confirmation of support of the project/collaboration is required by the departmental head of the applicant. The applicant must invite the departmental head to participate in completion of the application form before it can be submitted for approval.

As part of your statement, you will be required to upload the letter from the Vice Chancellor supporting (mandatory requirement).

Additionally, you will also be requested to complete 'financial details' section of the application (mandatory requirement).

Please ensure that the Applicant uses the correct email address when inviting the Head of Department. In the event that the "applicant" is the Head of Department, statements will need to be supplied by the individual to whom the "applicant" reports i.e. a Dean or Head of Faculty or the Principal.

Before inviting the Head of Department to participate in completion of the application form, the Applicant is instructed to ensure that the Head of Department is willing and available to provide a confirmation of support prior to the round closing date. Incomplete confirmations will mean that an application cannot be submitted and will be deemed to be ineligible.

Please check which email address the Head of Department would like to use as they may already be registered with a user account on Flexi-Grant®. It is **important** that the Applicant enters the correct email addresses when inviting the Head of Department to support the application, as an email will be sent automatically from Flexi-Grant® to the Head of Department with instructions for viewing the application and providing their support. Any mistakes in the email addresses supplied will delay the progress of the application.

It is the responsibility of the applicant to:

- Inform the Head of Department of the deadline
- Liaise with the Head of Department to ensure that they have received their invitation with instructions to participate in completion of the application, as no provision is made for non-receipt of these automatic emails.
- Keep track of the progress of Head of Department completion status on the application summary page. The Applicant can issue a **reminder** email to the Head of Department through the participants tab on the application summary page.

If the instruction email from the Royal Society has not been received please:

- a) double check the accuracy of the email address supplied on the application form
- b) advise the intended recipient to check their spam filters/junk folders
- c) contact the Royal Society with an alternative email address for the recipient

The Royal Society will not be held responsible for automated emails that are not received due to address errors or spam filters.

Nominated referee Support*

A confidential reference from a nominated personal referee is needed with any application submitted to the Royal Society.

Please ensure that you use the correct email address when inviting your nominated referees to provide a letter of support.

Before inviting the nominated personal referee to participate in completion of your application form, the Applicant is instructed to ensure that the nominated personal referee is willing and available to provide the support letter before the round closing date. If the support letters have not been received by the system before the deadline, the application cannot be submitted and will be deemed to be ineligible.

Please check which email address the nominated referee would like you to use as they may already be registered with a user account on Flexi-Grant®. It is **important** that you enter the correct email addresses when inviting the nominated referee to support your application, as an email will be sent automatically from Flexi-Grant® to the nominated referee with instructions for viewing your application and providing their support. Any mistakes in the email addresses supplied will delay the progress of your application.

If the instruction email from the Royal Society has not been received please:

- d) double check the accuracy of the email address supplied on the application form
- e) advise the intended recipient to check their spam filters/junk folders
- f) contact the Royal Society with an alternative email address for the recipient

The Royal Society will not be held responsible for automated emails that are not received due to address errors or spam filters.

4. Review process

Applicants should be aware that this application form will be considered by the selection panel who will prepare a short list for further consideration. The shortlisted applications will be reviewed by at least two independent referees recommended by the selection panel. It is expected that applicants will be notified of the final outcome by the end of May 2018. Limited feedback may subsequently be available on request.

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

Appendix 1: Application Submission Process Flow Diagram

