

Commonwealth Science Conference Follow-on Grants Scheme Notes

1. Overview

Aims: The Commonwealth Science Conference Follow-on Grants programme is intended to:

- improve collaborative links between scientists from Commonwealth countries
- strengthen research capacity in less developed and low and middle income Commonwealth countries.

The intention is improve research links between scientists from Commonwealth countries with a focus on those who attended the Commonwealth Science Conference and their networks. Applicants may request funds for travel and subsistence costs for the purposes of developing collaborations with a research group in another Commonwealth country (including the UK).

Candidates may apply for:

- **Travel Grants of up to £3,000:** to provide travel and subsistence costs associated with starting and developing a collaboration with a research group in another commonwealth country. A proportion of the funds may be used to support initial research costs. These grants are intended to support established researchers at all stages of their career.
- **Mentoring Grants of up to £6,000:** to support collaboration between an early career scientist or PhD student and an established scientists from another country. Funds may be used to cover the costs of travel for the early career researchers/PhD students only, research costs, equipment and up to £1,500 may be used for attendance at conferences.

Please refer to “Research costs Justification” on **page 13** for a list of eligible and ineligible consumable items.

Duration of funding: The grant must be spent and all visits completed within 12 months. All unspent funds must be returned to the Society at the end of the award. The Society will consider a request for a no cost extension in some circumstances.

Subjects covered: Awards will be made across all areas of the natural sciences, including: physics, chemistry, mathematics, computer science, engineering, agricultural, biological and biomedical research, experimental psychology, geography and the scientific aspects of archaeology. The Royal Society does not fund the social sciences, clinical or patient-oriented research.

Countries covered: Candidates from all Commonwealth countries are eligible to apply (excluding the UK, Candidates from the UK may wish to consider applying to the Royal Society International exchanges Programme, if eligible). Scientists from the UK may be named as the co-applicant. The list of Commonwealth countries includes: Cyprus, Malta, Canada, Antigua and Barbuda, Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Jamaica, St Kitts and Nevis, St Lucia, St Vincent and The Grenadines, Trinidad and Tobago, Botswana, Cameroon, Ghana, Kenya, Lesotho, Malawi, Mauritius, Mozambique, Namibia, Nigeria, Rwanda, Seychelles, Sierra Leone, South Africa,

Swaziland, Uganda, Tanzania, Zambia, Bangladesh, Brunei Darussalam, India, Malaysia, Maldives, Pakistan, Singapore, Sri Lanka, Australia, Fiji, Kiribati, Nauru, New Zealand, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu.

It would be expected that for the mentoring grant, mentors and mentees be based near to one another geographically.

Closing date: 15 January 2015

Results available: Results of the competition will be available about 2 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: csc@royalsociety.org or call 020 7451 2539.

2. Eligibility details

Applicants

- Only delegates who attended the Commonwealth Science Conference, or those nominated by them, will be eligible for funding.
- All applicants are required to obtain a security code prior to application by sending an email to csc@royalsociety.org.
- To nominate a candidate, someone attending the conference should obtain a security code prior to application. This can be done by emailing csc@royalsociety.org with the name and contact details for the candidate being nominated.
- The lead applicant must have completed a PhD or have equivalent research experience at the time of application. The co-applicant may be an established researcher or PhD student.
- For Mentoring Grants, the co-applicant must be a non-UK based PhD student or early career researcher and applications can only be submitted for a visit to a lead applicant who is an established academic for the purposes of collaboration and mentoring.
- The lead applicant must hold a permanent or fixed term contract for the duration of the award in a well-equipped institution with a reputation for high quality research. Ineligible organisations include private and commercial organisations (including university spin-out companies).
- The applicant and co-applicant must be based in different countries/institutions at the time of application.
- Applications must be started by the lead applicant on behalf of the co-applicant and the respective teams i.e. the application must be initiated in the lead applicant's e-GAP account.
- Applicants are not permitted to submit more than one application.
- Retired scientists must submit their application through an eligible institute. If this is not possible please contact us for further advice at least two weeks before the deadline. All applicants should still be research active.

Activity

- Subjects covered are listed in the overview on page 1.
- Collaborations should be based on a single project.
- Applications can only support travel between the co-applicant's country and the lead applicant's country; costs for travel to or from a third country are not eligible.
- Activities must start no earlier than 3 months after the closing date and should be completed within 12 months of receiving the award.
- Activities fundable under this scheme are as follows:

Travel Grant

- Visits to be taken in either direction i.e. either the co-applicant undertakes a visit to the lead applicant's institute or the lead applicant visits the co-applicant.
- Up to £3,000 available for travel and subsistence.
- Any remaining funds may be used to support initial research costs.

Mentoring Grant

- Up to £6,000 available for an early career researcher/ PhD student (co-applicant) to cover travel and subsistence to visit the established researcher (Lead applicant).

- Research costs, equipment and up to £1,500 may be used for attendance at conferences.

These awards are intended primarily for use by the lead applicant and co-applicant. However, with Travel Grants, scientists working within the applicant's and co-applicant's research group who are directly involved in the collaborative project are eligible to claim travel and subsistence against the award should the application be successful.

Departmental Support

- The following individuals must be listed under Departmental Support section:
- The applicant's Head of Department
- The Co-applicant's Head of department

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

- The Heads of Department support must be submitted via e-GAP no later than 5 working days after the round deadline (i.e. 22 January 2015) Indications of support submitted after this date will not be accepted.
- Any application without support from both HODs will be ineligible. It is the applicant's responsibility to liaise with the Heads of Department to inform them of the deadline, check that they have received the email instructions for supplying the indication of support through e-Gap and to ensure that the task is completed by the deadline. Please contact the Royal Society before the deadline if there is a problem or if your Heads of Department have not received the email or experience any problems. Alternatively 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. Completion of application

Using e-GAP

Applications can only be submitted online using the Royal Society's electronic Grant Application and Processing (e-GAP) system via <https://e-gap.royalsociety.org>. If you have not previously used e-GAP, please follow the registration process from the e-GAP 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 necessary information, or evidence to show the assessment criteria are met, will be rejected.

Important information – to be read before starting an application

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

Personal details: Once logged on to e-GAP and before starting your application, click *My Details* at the top of the page. Please ensure that this information is up to date.

Automatic log-out: Save your work regularly to prevent accidental loss of text. NB: If the system does not detect any activity for 3 hours it will log out and everything that has not been saved will be lost. Typing and moving between tabs within an application is not considered an activity, you need to have pressed the *Save* button.

Loss of work: To prevent loss of work you must:

- a) save your form regularly
- b) not have multiple browser windows/tabs of your application open simultaneously
- c) ensure that only one user has the application open/is editing the application at any one time

Character limits: If you exceed specified character limits the system will not allow you to save (Please note that limits refer to characters, not words, and that the count includes spaces). We recommend that you first type and save the text in a word processor and check the character limit before pasting it into e-GAP. Character limits apply to text boxes.

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

Mandatory fields: All fields on an application form that are marked with an asterisk (*) require an entry before the application can be submitted. If a mandatory field is not relevant to you, please enter 'N/A' or 0 in the case of financial detail requests.

Email addresses: e-GAP relies on automatic email contact. It is therefore essential that you enter email addresses accurately throughout. When you enter an email address into e-GAP it will create a new account if that address has not been seen before, even if the co-applicant already has an account under a different address. Therefore please check what email login the co-applicants may already be using for e-GAP to avoid creating multiple accounts. The Royal Society will not be held responsible for automated emails that are not received due to address errors or spam filters.

Please also note that the main reasons for non receipt of emails are either:

a) The email address supplied is incorrect and therefore any correspondence sent will not reach the intended recipient

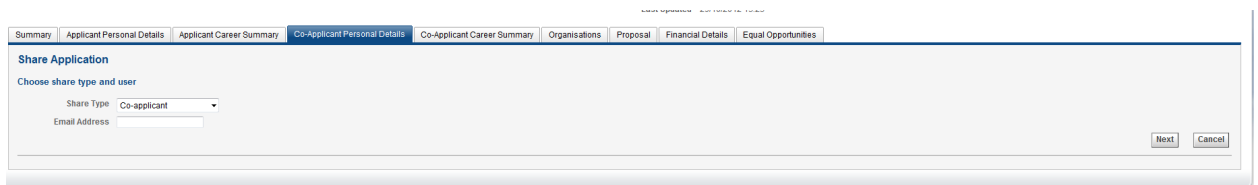
b) Occasionally emails from e-gap are diverted through spam filter into junk folders.

e-GAP passwords: If a user forgets or needs to reset their e-GAP password, they need to click on the 'Forgotten password?' link on the e-GAP login page and input their e-GAP login email when requested. An email containing a link will then be sent to the input email account. The user should click on the link to reset the password. (It is not necessary to know any previous passwords to do this). Please note that the link is time-limited to 30 minutes. Therefore, users should click on the 'Forgotten Password' link only when they are able to reset their password within 30 minutes.

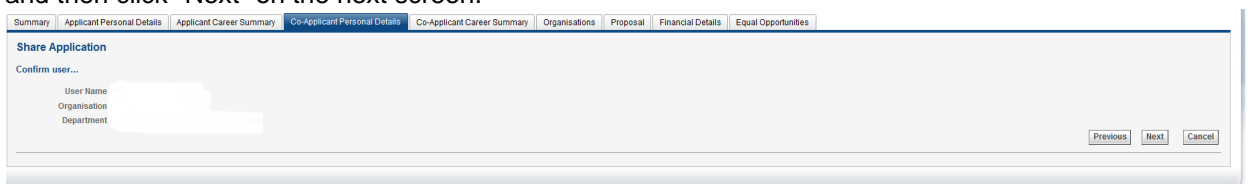
Tracking progress: You can track the progress of your application through the submission and review processes by going into your e-GAP account, selecting 'My Applications' and then 'Manage Application' for the application in question.

Adding & viewing Co-applicants: All applications must be commenced by the lead applicant. To add a co-applicant please follow the below instructions:

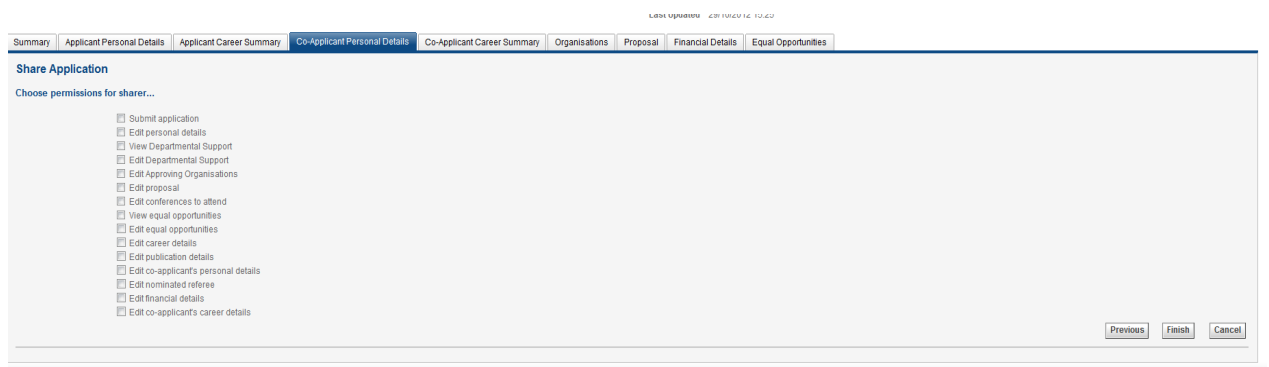
1. Request your international partners to register on the Royal Society's e-GAP website (<https://e-gap.royalsociety.org>) and then send you their e-GAP registered email address.
2. On the "Co-applicant Personal Detail" tab on your e-GAP application click the "Add Co-Applicant" button and then enter the co-applicant's e-GAP registered email address and then click "Next"



and then click "Next" on the next screen.



3. On the following screen, you can control the permission level that the co-applicant may have on your application form. Please select appropriately and then proceed ahead by clicking the "Next" button. We suggest that the co-applicant is given permission to view and edit the two co-applicant tabs and at least be given permission to view the proposal tab. If the co-applicant is given viewing and/or editing permissions then they would only be able to see their own information.



- You may view and edit the co-applicants' fields by clicking the "Show" button adjacent to their name (see below encircled in red). This would also be mirrored in the "Co-Applicant Career Summary" tab, i.e. the selected co-applicant's detail will appear in both co-applicant tabs in the application form. You can re-edit the permission levels (as stated in point 3) for the co-applicant by clicking their name. This will bring up the "choose permissions for sharer" options again (as illustrated in step 3).

Share Application		
Current Co-Applicant Details		
Sharer Name	Share Type	Email Address
	Co-applicant	
	Co-applicant	
	Co-applicant	

Please ensure that all the mandatory fields (marked by an asterisk) in both co-applicant tabs are completed for the listed co-applicant. The green ticks for both the co-applicant sections on the summary screen will only appear after the completion of all mandatory fields.

- Once the co-applicant is added, they then may view the application in their e-GAP account under "My applications" on the home screen. Depending upon the permission level set, they may be able to view and edit the application form. When no permission is given, the co-applicant would only be able to view the summary tab and their equal opportunities tab (as stated in point 3).
- The Royal Society strongly advises applicants to coordinate the input of information on their application form on e-GAP so that only one user edits the application at a time to prevent the loss of information or the corruption of the application form.**

Please note that the character limits includes spaces and special characters. Following this you may enter this information on their behalf on the e-GAP application form. We would request you to send a PDF version of the completed form before submission to your co-applicant to ensure the correct information has been provided.

Application sharing: You can allow other e-GAP users to view your draft application, in advance of submission, by providing their email address and entering the permissions you want them to have. They will be able to log in using their existing password and also see and, depending on permissions, amend your application. **To do this, the other e-GAP user needs to click on *My Applications* once they have logged on in order to see *your* application.**

Application deletion: You can delete your application at any time and will be able to recover it for a period of 7 days afterwards. After this it will be permanently removed from the system.

Application Guidance Notes

Assessment criteria

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

- The research background of the lead applicant and the co-applicant
- 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 towards strengthening research capacity in less developed and low and middle income commonwealth countries
- The potential for long-term collaboration

Completing the e-GAP form

Applications must be commenced in the applicant's e-GAP account.

The 'Funding schemes' section of your e-GAP account will show all rounds currently open for application and any previous applications made. To make an application click on 'Apply now' in the required round: the scheme name description and round deadline are displayed here.

The application can be completed by using the navigation tabs on the e-GAP screen. It is divided into several sections:

- Summary**
- Applicant Personal Details (lead applicant/team leader)**
- Applicant Career Summary (lead applicant/team leader)**
- Co-Applicant Personal Details (co-applicant/team leader)**
- Co-Applicant Career Summary (co-applicant/team leader)**
- Organisations (host organisation)**
- Proposal**
- Financial Details**
- Equal Opportunities**

A full list of application fields can be found in the following pages.

In the following table each box represents a tab on the e-GAP application form; the left-hand column contains the questions within each of these tabs as set out in the form; the right-hand column contains useful guidance on its completion. Note that the specified character limits specified include spaces, punctuation and carriage returns. Please read these notes carefully as you fill out the form.

Summary	
Summary table	When your application form is complete, all sections on this table will have a green tick. You will then be able to submit your application.

Applicant and Co-applicant personal details	
Title, Names, address etc	Take care to complete this accurately. Errors in this section can cause difficulties in processing your application. The addresses supplied must be the organisation address at which the applicant and co-applicant is based. Please note that correspondence in connection with this application will be sent to the applicant at the contact details supplied in the 'Applicant Personal Details' page.
Nationality	Please supply the nationality of the applicant/co-applicant. To add the nationality click the 'Add Nationality' link in the blue and white rectangular box/strip and select from the drop down list. Click 'OK'. This is a mandatory field.
Email address	In the case of the applicant, this field defaults to the account in which the application is 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. The applicant must therefore commence the application on behalf of both project teams using the email address login that they wish all correspondence to be sent to for the duration of the application process.

Applicant and Co-applicant career summary	
Statement of academic qualifications & career	<p>Please list all posts held, qualifications, award and prizes obtained by the applicant/co-applicant, and their dates in reverse chronological order. The depth of information provided is optional, but this will represent the applicant and co-applicant under assessment and so it is worth including as much good evidence for your academic merit as possible.</p> <p>To add an entry follow the 'Add Qualification' link on the right-hand-side of the blue and white rectangular box/strip. A window will appear which needs to be completed and please note that each entry needs to be added separately in reverse chronological order</p> <p>This is a mandatory field.</p>
Field of specialisation	Please state the applicant's/co-applicant's field of specialisation. <i>(max 100 characters)</i>
Publications	Provide details of authors, titles, and reference of five of the applicant's/co-applicant's recent publications in refereed journals in reverse chronological order <i>(max 1600 characters)</i>
Subject Group/Subject	Select from drop down menus. If the specific subject group or discipline is not listed, please select the closest options

Present research	Summarise the applicant's/co-applicant's present research (<i>max 1000 characters</i>)
Present position	Provide the applicant's/co-applicant's academic/job title (<i>max 130 characters</i>)
Present employer	State the organisation name of the applicant's/co-applicant's current employer. <i>Max 150 characters</i>
Present department	State the applicant's/co-applicant's current department (e.g. Department of Astrophysics). <i>Max 150 characters</i>
Present position start date	
PhD awarded Date	
PhD expected Date	If the applicant/co-applicant is a final year PhD student please state the expected award date. Please note that if either the applicant or co-applicant is a final year PhD student applications can only be submitted if the PhD (including Viva) will have completed before the start date of the proposed activity. Confirmation of PhD completion will be required on acceptance if the application is successful.

Organisations	
Host organisation	<ul style="list-style-type: none"> Please select the organisation: 'Commonwealth' from the drop down menu

Proposal	
Subject group/subject	Select the group that most closely reflects the research area of the collaborative project from the drop-down menu. This will enable us to allocate the application to the most appropriate assessment panel. If the specific subject group or discipline is not listed, please select the closest options.
Project Title	Give the full title of your proposed project (<i>max 80 characters</i>)
Research Aims	State scientific aims (<i>max 800 characters</i>)
Start date	Activities must start no earlier than 3 months after the application closing date and no later than
End date	This should be up to 1 year from the start date
Research Proposal	Outline the nature and purpose of your research project including a description of the experimental methods and techniques you will be using (<i>max 4000 characters</i>)

Resources Required	<p>List other project participants from both teams, their current academic role/post and why you wish to include them on the project (<i>max 2500 characters</i>)</p> <p>Note: There are no restrictions on the number of participants per team but all participants should be working/studying in a university or research institute and 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. Funding for other project participants cannot be claimed using the Mentoring Grant.</p>
Comply with Policy on use of Animals	<p>This is a mandatory field. Only select 'Yes' if this is relevant to your work. You must read and comply with the statement before you select either of these boxes.</p> <p>Please confirm that the project will comply with the 'Statement of the Royal Society's position on the use of animals in research 3/02'. (http://royalsociety.org/Statement-of-the-Royal-Societys-position-on-the-use-ofanimals-in-research/) A hard copy can be obtained by contacting the Grants Section at the address below).</p>
Comply with Policy on use of Non-Human Primates	<p>This is a mandatory field. Only select 'Yes' if this is relevant to your work. You must read the guidelines before you tick either of the boxes. Please confirm that the project will comply with the 'Guidelines on primate accommodation care and use' which the Royal Society has signed up to (http://www.nc3rs.org.uk/page.asp?id=277).</p>
	<p>The following three sections should only be completed if you intend to use animals in your research</p>
Animal Licence Costs	<p>Please provide details of the Animal Licence costs associated with your research.</p>
Details of Animal Licence	<p>Please provide an outline of the procedure(s) you plan to undertake and a breakdown the associated costs. Plain text only Enter a maximum of 1500 characters (including spaces)</p>
Animal Species	<p>Please provide a list of the different animal species (stating the number of each) that you plan to use in your research during the award period. Plain text only Enter a maximum of 500 characters (including spaces)</p>
Benefits of research to individuals and institutions	<p>Describe clearly the planned outcomes and any potential benefits that will result from the proposed collaboration for the applicant, co applicant and the respective institutions. (<i>max 500 characters</i>)</p>

Lay report	Provide a lay summary of your proposed project. This should be understandable by 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. Also explain the potential impact or wider benefits to society of your research (<i>max of 3,500 characters</i>)
Is this a new collaboration?	Please simply state “Yes” or “No”. Please note that a new collaboration is when the applicant and co-applicant have never worked together previously on any project. This scheme is not intended to support continued research activities between a an applicant and a co-applicant who was a former colleague or PhD student or to support other existing or recent collaborations between the applicant and co-applicant. Rather, the scheme is intended to stimulate new collaborations between scientists in Commonwealth countries. (<i>max 5 characters</i>)
Benefits to the lead applicant’s country	Describe any potential benefits to the lead applicant’s country and its research base that will result from the proposed collaboration. (<i>max 500 characters</i>)
Benefits to co-applicant’s country	Describe any potential benefits to the co-applicant’s country that will result from the proposed collaboration (<i>max 500 characters</i>)

Financial details	
<ul style="list-style-type: none"> Travel International Justification 	<p>Justify your request for international travel in the text box detailing the international travel to be undertaken and the cost.</p> <p><i>Last name of individual 1: Length of visit, Estimated date of visit, Destination, Cost; Last name of individual 2: Length of visit, Duration, Destination, Cost i.e. Professor Smith, 2 months, November 2011, Lusaka, £600; Professor Jones, 3 months, April 2012, Johannesburg, £650 etc, etc.</i></p> <p>(<i>Max 512 characters</i>) Please note that although the box does not expand to show all the text entered, all the text will be visible when a PDF of the application is created and printed. This box must be completed as it is a mandatory field.</p>
<ul style="list-style-type: none"> Travel International Amount 	<p>Provide the total value of costs indicated in the ‘Travel International Justification’ field</p>
<ul style="list-style-type: none"> Subsistence Justification 	<p>Justify your request for subsistence in the text box detailing the accommodation, food and local travel costs to be incurred as a result of the International Travel/visits detailed above. <u>Please note, international & national airfares are expected to be economy/APEX rates.</u> If you are applying for a multiple visit collaboration 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 asses the eligibility of your application:</p> <p><i>Last name of individual 1: Length of visit, Estimated date of visit,</i></p>

<ul style="list-style-type: none"> • Subsistence Amount • Research Costs Justification • Research Costs Amount • Total Amount 	<p><i>Destination, Cost; Last name of individual 2: Length of visit, Duration, Destination, Cost i.e. Professor Smith, 2 months, November 2011, Lusaka, £1500; Professor Jones, 3 months, April 2012, Johannesburg, £1000 etc, etc.</i></p> <p>(Max 512 characters) Please note that although the box does not expand to show all the text entered, all the text will be visible when a PDF of the application is created and printed. This box must be completed as it is a mandatory field.</p> <p>Provide the total value of costs indicated in the ‘Subsistence Justification’ field</p> <p>Justify your request for research costs in text box by indicating how funds will be spent (<i>max 512 characters</i>). Please note that although the box does not expand to show all the text entered, all the text will be visible when a PDF of the application is created and printed. This box must be completed as it is a mandatory field. If you do not wish to request consumables please state “NA”.</p> <p><u>Eligible consumable</u> costs include Visa charges, police registration fees, postage and printing, books, reagents, computer software, stationery for overseas visitors whilst in the host country, fieldwork expenses, and animal and plant licence fees. For the mentoring grants, conference attendance and equipment are also eligible.</p> <p><u>Ineligible consumable</u> costs include Computer hardware, bench fees, conference registration fees, departmental costs/overheads, 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> <p>Provide the total value of costs indicated in the ‘Research Costs Justification’ field.</p> <p>The sum of the ‘Travel International’, ‘Subsistence’, and ‘Research Costs’ subtotals. This will be calculated automatically</p>
<p>Sum requested from the Royal Society</p>	<p>Please note that the sum requested should not exceed the amounts below:</p> <ul style="list-style-type: none"> a) £3,000 for a Travel grant b) £6,000 for Mentoring grant

Departmental support

Confirmations of support of the project/collaboration are required by the departmental heads so please provide the email address/details of:

- The Head of Department of the “applicant”
- The Head of Department of the “co-applicant”

In the event that either the “applicant”, “co-applicant” or project participant is the Head of Department, statements will need to be supplied by the individual to whom the applicant, co-applicant or participant reports i.e. a Dean or Head of Faculty.

Applicants need to ensure that the Heads of Department are willing and available to provide a confirmation of support via eGAP2 within 5 working days of the round closing date before adding them to the application form

Late confirmations will not be accepted. **Incomplete confirmations will mean that an application will be deemed to be ineligible.**

Please check which email address the Heads of Department would like you to use as they may already be registered on e-GAP. It is also vital that you enter the correct email addresses as upon your application being approved by your organisation, an email will be sent automatically from e-GAP to these individuals at the email addresses supplied on the application form with instructions for viewing the application and indicating their confirmation through e-GAP meaning that mistakes in the email addresses supplied will delay the progress of your application.

It is the responsibility of the applicants to:

- Inform the HoDs of the deadline
- Liaise with the HoDs to ensure that they have received details of their e-GAP login and instructions indicating their support for the project/collaboration through e-GAP as no provision is made for non-receipt of these automatic emails
- Keep track of the progress of HoD confirmations as described on page 5
- Ensure that confirmations are supplied through e-GAP within 5 working days of the advertised application deadline - confirmations will not be accepted in any other format and once the deadline has passed

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.

To add the HoD click ‘Add HoD and enter their email address. Check if they are already registered on e-GAP by clicking ‘Check Email’, and if not, enter their details. You must select either ‘contact now’ or ‘do not contact’ followed by ‘Save’ to ensure that their details are successfully attached to the form. An email will be automatically generated and sent to the Head of Department using the email address supplied with instructions for supplying the indication of support on e-gap.

Applicants are advised to send HoDs a copy of the application and Appendix 2 and must notify the Head of Department of the deadline which is 5 working days after the application deadline.

Equal opportunities

Equal opportunities	<p>The Royal Society is committed to an equal opportunities policy in the provision of grants and awards. Please help us to ensure the effectiveness of this policy by providing the information requested. The information will be kept separately from the rest of your application and will not be seen by those involved in making decisions. The information provided forms a confidential statistical record/database in accordance with the Data Protection Act and it will not be used for any purpose other than analysis of the Society's Equal Opportunities Policy. Your assistance in this matter would be much appreciated, but you can tick 'opt out' if you do not wish to input this information.</p>
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4. Submission process

- No late applications will be accepted.
- Once the e-GAP application form is complete, you are advised to create a PDF version of it and check it thoroughly (including email addresses) before submitting it.
- In the fortnight following the closing date, your submitted application will be checked by the Royal Society. If it conforms to the eligibility requirements, the eligibility status on the Application Summary page will be marked as 'Complete'

5. Review process

- All applications for the Commonwealth Science Conference Follow-on Grants are reviewed and assessed by two members of the selection panel who have the most appropriate scientific expertise.
- It is expected that applicants will be notified of the outcome of their application by email about 2 months after the application deadline.

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

6. Enquiries

If you have any enquiries about the submission of your application or about the e-GAP process, please contact the Grants Team, The Royal Society, 6-9 Carlton House Terrace, London, SW1Y 5AG, email: csc@royalsociety.org or call 020 7451 2539