Lisa Jardine History of Science Grant Scheme Notes

1. Overview

Aim: The Lisa Jardine Grant Scheme is designed to offer the opportunity for early career scholars to exploit history of science collections, including the Royal Society's own, in support of their research in the field of intellectual history. The scheme encourages junior researchers in the humanities, arts and science to seek to expand their interests in history of science and related interdisciplinary studies by travelling in order to use archival resources and to build relationships with the Royal Society and other institutions.

Grants are intended to encourage the free movement of researchers across disciplines and countries and to stimulate academics studying intellectual history to consider science in their research. Applicants are encouraged to look at the Royal Society's strategic objectives, in order to be able to demonstrate how their research might further these general goals, but applications will be judged on the strength of their academic content in intellectual history, history of science and related disciplines. Special consideration will be given to topics that were of interest to Professor Jardine, notably in seventeenth century studies.

Funds are available for:
- Subsistence costs for lengthy research endeavours making use of the Royal Society collections (up to tree months). This can be to cover travel, accommodation costs and research expenses to enable a visit to the Royal Society in London, from the UK or overseas. Research trips may incorporate visits to multiple UK institutions with relevant material but must incorporate research using the Royal Society collections.
- Travel expenses for UK based scholars to make short international visits e.g to attend conferences, training and networking events or to conduct short exploratory research visits (no longer than one month).

Subjects covered: All activities must be on a subject combining the humanities and the natural sciences. This includes, but is not limited to: intellectual history, cultural history, history of science, philosophy of science, history of art, and historical geography. The scheme places special emphasis on Early Modern science and European networks of the period.

Eligibility: Applicants must be either:

- Doctoral candidates with at least one year's experience towards thesis stage.
- Applicants at an early stage of their research career, who have either completed their PhD in the last ten years or have no more than ten years of actual research experience since their PhD. Career breaks and part-time working are taken into consideration.

Duration of funding: Awards provide a maximum of three months financial support which must be used within a 12-month period. Changes to planned research dates and extensions of the award tenure will be considered on a case-by-case basis and granted whenever reasonably justified.

Value: The standard programme is available in two parts: firstly for travel and subsistence in order to study at length within the Royal Society's collections; secondly for short international study visits for the purpose of conference attendance, workshop, research or other academic visits in order to

strengthen the applicant's knowledge and academic networks. The funding available is dependent upon the length of the visit. Applicants may request **one or both** of the following:

- **Research subsistence grants.** Up to £2,000 per month to a maximum of three months, for travel, living and research expenses while carrying out research at the Royal Society collections (proposals may also incorporate research at other related collections in the UK). Both international and UK based scholars are required to incorporate research at The Royal Society as part of their proposal if applying under this subsistence strand of the scheme.

- Maximum subsistence award £6,000

And/or

- **Travel grants.** Up to £2,000 for international travel to a relevant research destination, for short exploratory research trips (no more than 1 month), one-off event attendance, or international travel in consort with a longer subsistence grant

  Scholars based in UK organisations can apply for this travel strand of the scheme in order to visit any relevant international research destination or event on the condition that:

  - The intended destination organisation provides written permission to access research material

  - The period of overseas research is not more than 1 month

    OR

  - Grant is to fund attendance of a specific, relevant event such as a conference

    OR

  - International travel applied to facilitate a longer research trip funded under the subsistence strand of the grant

  Non-UK based scholars may apply for a travel grant to visit the UK only, and must incorporate use of the Royal Society collections in their proposal.

- Maximum travel award £2,000

If applying for both strands of funding the panel may decide to award one or both depending on the strength of the reasoning and relevance of each expense to the research aims. Therefore applicants may wish to consider applying for both strands and separating the costs of international travel when submitting their financial plans (e.g. when additional international travel forms one part of a larger research proposal). Alternatively travel costs, including local transport needs, which form an intrinsic part of an extended research trip can be submitted as part of subsistence costs.

Countries covered: The Lisa Jardine Grant Scheme accepts applications from all countries outside of the UK in addition to applications from UK-based scholars.

Scholars based in non-UK organisations are required to incorporate research at The Royal Society as part of any proposal.

Both UK based and international applicants applying for subsistence grants for extended research trips (1-3 months) must incorporate research at the Royal Society collections as part of their proposal.

UK based scholars can apply for a travel grant to travel domestically or internationally.

Sustainability

The Royal Society is conscious of the need to minimise the carbon footprint of the organisation and those we work with. When applying for a grant, applicants will be required to justify the need for travel and will need to demonstrate that the events or resources they are travelling for are not accessible by other means e.g. online or at organisations local to them.

Applicants should also plan to use more environmentally friendly methods of travel wherever possible. For those travelling domestically within the UK train travel is preferable to air travel for example.

Dates:

Round	Application Opening Dates	Application Closing Dates*	Period of award (during which grant funded activity should be carried out)
2024/R1	15 January 2024	7 March 2024 (15:00 UK time)	1 July 2024 – 30 June 2025
2024/R2	27 June 2024	10 October 2024 (15:00 UK time)	6 Jan 2025 - 19 Dec 2025

*Please be aware that all references and central organisational sign off must be received by the closing date and it is the applicant's responsibility to allow time for these stages to be completed; taking account of any research office guidelines, holiday closures and staff availability. Organisational approval can only be completed <u>after </u>the application has been submitted so applicants should submit their proposals well in advance of the closing date.

Results available: successful applicants will be informed about 8 weeks after the application closing date.

Period of award: Research should take place within the 12 month period stated and the planned research dates should be given in the application. Changes to planned research dates and extensions will be granted on a case-by-case basis and we will seek to be flexible in allowing this wherever reasonably justified but advance notice must be given. If research does not take place within the 12-month period of award or any agreed extension the award will be withdrawn and any funds received by the awardee must be returned.

By agreement research may commence immediately after successful applicants and their organisation have accepted the official offer but applicants should be aware that it may take up to five weeks from the provision of financial details for them to receive payment of the grant from the Royal Society.

Payment of grant
The award will be made as a single payment and may take up to five weeks from date of acceptance to be processed. Timely payment is dependent upon provision of necessary financial details at time of acceptance.

Applicants should be aware that payment of the grant will usually be to your organisation who will be responsible for administering it on your behalf. Payment can be made directly to individuals only with written approval from your organisation and this preference should be stated when returning the official offer letter.

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: library@royalsociety.org.

The following scheme notes set out the eligibility and application process of the Lisa Jardine Grants Scheme.

Please read through the entire document before proceeding.

2.   Eligibility Details

Applicants

- Applicants at an early stage of their research career, who have either completed their PhD in the last ten years or have no more than ten years of actual research experience since their PhD (i.e. the date on which the PhD thesis was accepted in its final form and approved by the board of graduate studies) by the closing date of the round. Career breaks and part-time working are taken into consideration (see below for more details).

    OR

- If still studying, have completed a minimum of one year of their doctoral placement.

- The applicant must hold a permanent or fixed term contract in an early career position or as a doctoral candidate for the duration of the award. This must be in an eligible organisation, usually a university department, a library, museum, gallery or other non-profit heritage organisation. Ineligible organisations include industrial, private and commercial organisations, university spin-out companies, and governmental bodies.

- The applicant should provide proof that any private institution they intend to travel to for research under the grant approves of the proposed study visit, usually by an official letter from the Head of Department. This is not necessary for applicants intending to conduct their research at the Royal Society or for institutions with a public access policy.

- Applications must be completed by the applicant using the Royal Society Flexi-Grant® application portal.

- Applicants are not permitted to submit more than one application per round but can apply for both international travel and research visit subsistence costs in the same application. Applications are also accepted from previous applicants both successful and unsuccessful.

Career Breaks

The Society appreciates that there are diverse research career paths and understands 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 (e.g. time away due to personal reasons such as maternity, paternity, shared parental and adoptive leave or other caring responsibilities; ill-health or working in a non-research environment/role, such as industry).

In your career history please provide full details in a clear and concise reverse chronological order 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.

Activity

- All activities must be on a cultural studies topic related to the history and philosophy of science, with special emphasis on the Royal Society's collections. These may encompass history of art or other interdisciplinary approaches to the natural sciences, including physics, chemistry, mathematics, computer science, engineering, agricultural, biological or medical research or the scientific aspects of archaeology, geography and experimental psychology.

- Special consideration will be given to Early Modern (e.g. seventeenth century) topics and other areas that were of interest to Professor Lisa Jardine.

- Applications for subsistence funding can only support travel to the UK for research in the Royal Society Library, London and related UK-based collections.

- Applications for travel can support UK based scholars to travel to any appropriate research destination.

- Scholars based in non-UK organisations may only apply to travel to the UK and are required to incorporate research at The Royal Society as part of their proposal under the travel strand of the scheme.

- Activities must take place within the stated award period which is a 12 month period scheduled to commence after official acceptance and likely payment date of the award.

- Activities fundable under this scheme are as follows:
    ### Research visits to the Royal Society
    - One visit or a series of visits to be made to the Royal Society Library
    - Visits usually to last 1 month-3 months
    - Complementary research at related UK institutions

You may apply for a maximum of £2,000 subsistence per month for up to 3 months to support these activities. You may also claim international travel expenses in support of a research visit to the Royal Society Library up to an additional £2,000. The maximum possible value of a grant is therefore £8,000.

Travel for research and networking purposes
- Travel by UK-based scholars to any domestic or international destination in support of a short research trip
- Travel by UK-based scholars to any domestic or international destination for training and networking, including conference attendance and attendance fees
- Visits to last no more than 1 month
- Travel to London by domestic or international applicants to carry out research using the Royal Society library and archive collections.

The maximum possible value of a travel grant is £2,000. This amount can be applied for in addition to a subsistence grant to facilitate travel to the Royal Society or additional related travel but the total value of any application should not exceed the maximum of £8,000.

- All grant applicants must be working in a recognised university or research institute. The Royal Society's Lisa Jardine Grant scheme aims to encourage the development of experience and knowledge networks of junior academics such as PhD students and early career post-doctoral researchers.

Statements of support

All applications require:
- Statement of support from the applicant's Head of Department
- A personal reference usually from an academic supervisor or line manager
- Approval of the application from the host organisation

For researchers travelling internationally, evidence of support/permission is required from any private institution(s) they intend to visit for research with the exception of the Royal Society or if the organisation has a public access policy.

Departmental Support and references

The following individuals must be listed under the participant tab of the application form:
- The **applicant's** Head of Department
- The **applicant's** nominated referee. In the case of PhD students this would usually be the academic supervisor. In the case of early career researchers a line manger would be appropriate.

No two references provided under the departmental support tab and the nominated referee tab can be from the same person. If this is the case then it may make the application ineligible, and alternative referees will need to be provided in accordance to the guidelines.

References must be submitted in English. If a reference is not submitted in English, it will not be accepted and may render the application ineligible.

See the application guidance section for instructions on how to invite participants.

The appropriate heads of department and referees must approve the completed application by the submission deadlines. It is recommended that statements of support are completed at least **5 working days** before the submission deadline to ensure there is sufficient time to submit the application for organisational approval.

Note: if the applicant is the Head of Department, then details of the individual to whom they report must be supplied instead i.e. Head of School/Head of Faculty/Dean. If your supervisor or line manager is also your head of department then please nominate someone else familiar with your work and research as a nominated referee.

Host organisation approval

Applications need organisational approval from the body that you enter as your 'host organisation' in the contact information and research proposal pages of the application. For UK based applicants this should be the organisation where the applicant is working or studying. Non-UK applicants should list the Royal Society as the host organisation.

Note: organisational approval is completed by the nominated person or office listed in the Flexi-Grant database for the host organisation, they will receive an automated notification once your application is submitted. **Organisational approval is requested through the application portal AFTER the applicant has submitted their completed application including references and time must be allowed for approval to be given before the closing deadline.**

Research destination permission

For applicants applying for international travel support, additional letters of access permission/support are required from any institutions they intend to visit for their research (with the exception of the Royal Society or if the institution has a public access policy). Letters should be signed by the Head of Department or appropriate service manager and include the contact details for the organisation. These individuals do not need to be listed or invited as participants on Flexi-Grant®. Letters can be uploaded and attached to the application form by the applicant in the research proposal section of the application form.

It is the applicant's responsibility to liaise with Heads of Department and Supervisors to inform them of the deadline, check that they have received the email instructions for supplying the approval or indication of support through Flexi-Grant® and to ensure that the task is completed by the deadline. Please contact the Royal Society before the deadline if there is a problem. Alternatively, Heads of Department etc. can contact us directly if they have not received the email. The Royal Society will not be held responsible for emails that are not received due to address errors or spam filters and no provision is made for non-receipt of emails sent by the Royal Society.

3.   Application Guidance Notes

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 have the applicant's departmental/supervisor support 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 procedures must be commenced by the grant applicant.

To invite a participant (i.e. Heads of Department/referees) to your application the participants 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.

Required participants (i.e. Heads of Department and nominated referee) can be invited through the Participants tab displayed on the Application Form Summary page. Under this section, please select 'invite' and enter the e-mail address of the participant and send the invitation. Once the recipient has accepted your invitation, their status will be displayed as 'active'. Upon completion of their section of the application form, their status will be displayed as 'complete'. You will not be able to submit your application form until the status of all participants' shows 'complete'. You can monitor the progress of

your participant's activity through this section of the application form, and issue reminders as required. Once participants have completed all their sections of the application form, please remind them to select 'Save & Submit' on the application form page or select 'Submit your contribution' on the summary page.

Re-opening the Application form to Participants

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

Assessment Criteria

The primary considerations are listed below. Successful applications should be strong in all respects:
- The academic strength and novelty of the proposal
- The potential contribution to the academic field, e.g. history of science
- The identification and justification of material to be consulted, in case of research visits
- The research background of the applicant
- The strength of support from the host organization
- The mutual benefit of the collaboration, in the case of a visit to the Royal Society Library or other collection
- The potential for long-term collaboration

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**
> **Financial Details**
> **Head of Department/Supervisor 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.

Note that questions with * are mandatory fields.

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

Summary	
Summary table	The summary page of the application form provides instructions for submission of your application for approval. 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. **Note:** you will only be able to submit your application for organisational approval once all sections of the form have been completed, which includes the Heads of Department/nominated referee statements.

Eligibility Criteria	
Eligibility Criteria *	Confirm that the applicant meets the eligibility criteria. Details of the eligibility criteria can be found on pages 4-5.

Contact Details	
Title, Names, address, organisation and country *	Enter the contact details of anyone associated with the application (applicants and referees) Review and complete your *personal details* accurately. Errors in this section can cause difficulties in processing your application. Address: must be the organisation address at which you are based. You should edit the contact type of the participants who will partake in your application form as appropriate. The system default contact type is set as 'collaborator'. Please amend the contact type of your Head of Department by clicking on 'edit', and under the contact type field, select the 'Head of Department'. Organisation: this table will automatically display details of your Organisation, which you entered previously. If these are correct you do not need to change anything. The organisation listed is where the award will be administered. If you are applying from an organisation outside the UK you will need to enter the Royal Society as your host organisation. **Note:** correspondence in connection with this application will be sent to the applicant.
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. The applicant must therefore commence the application on their own behalf using the login email address used to register a user account on Flexi-Grant®.

Career Summary	
Qualifications*	List all your qualifications 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 qualifications information from your profile to complete this section of the application form.
Career History*	Please list all of your appointments since your PhD and the dates in reverse chronological order, stating if part-time (and percentage part-time) when necessary. Please provide full details in a clear and concise reverse chronological order of any periods of career breaks, extended sick leave or maternity/paternity/adoptive leave as your eligibility may depend on the accuracy of this information. **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.
PhD Institution	Enter the institution at which you completed or are completing your most recent or relevant PhD qualification
PhD Award Date	Please enter the date that you were awarded your PhD. If you have not received your PhD, please enter your expected completion date below. If you do not hold a PhD please enter 00/00/0000.
List your key and/ or relevant publications *	Provide details of authors, titles and references for up to five 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. For PhD students, provide a chapter summary of your thesis. **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.
Field of Specialisation *	Enter details of your field(s) of specialisation. *(20 words max.)*
Summary of Your Current Research *	Provide an outline summary of your current research. Please also include a brief comment on the strength of your organisation. *(200 words max.)*
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/educational institution.
Current Department*	Enter details of your current department name (e.g. Department of History and Philosophy of Science, Department of English, etc.).
Country *	Select the country where your current employer/educational institution is based.
Current Position Start Date *	Enter the date when your current position started.
Current Position end Date *	Please enter the date when your current position is expected to finish. If you are on a permanent contract please enter 31 December 2050.

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

Start Date *	Activities must fall within the 12 month award period stated, see also page 3
End Date *	Activities must fall within the 12 month award period stated, see also page 3
Host Organisation	Select the name of the organisation where you are working or studying from the drop down list. If you are applying from a non-UK organisation it will not appear on the list and you should select the Royal Society as your host organisation.
Subject Area *	Select the subject 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 for assessment.
Research Aims *	State your proposed research aims. *(250 words max.)*
Lay Summary *	Provide a lay summary of your proposed project. This should be understood by a layperson. Explain why you have chosen to work in this subject area and what it is about your proposed research that you find particularly exciting, interesting or important. Please also explain the potential impact or wider benefits to your research field/community. *(250 words max.)*
Research Proposal *	Provide details of your research proposal, by outlining the nature and purpose of your research visit, including a description of why it is necessary and why your approach is novel, interdisciplinary, or how the research methodology will advance understanding within your chosen field of work. *(500 words max.)*
Benefits to individuals/institution	Please describe clearly the planned outcomes and any potential benefits that will result from the proposed research. Describe any potential benefits of the proposed project for: the research community in your field of study and related disciplines, the collections you are visiting, your own organisation. Applicants are encouraged to consider potential benefits to the Royal Society or other organisation you are visiting in terms of the organisation's strategic objectives.

Data Management and Data Sharing

The Society supports science as an open enterprise, and is committed to ensuring that outputs from research supported by the Society are made publicly available in a managed and responsible manner, with as few restrictions as possible. Data outputs should be deposited in an appropriate, recognized, publicly available repository, so that others can verify and build upon the data, which is of public interest.

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:

- What data outputs will be generated by the research that are of value to the public and other researchers?
- 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?

Supporting Documents	For applicants applying for international travel support, additional letters of permission to access/support are required from any private institutions they intend to visit for their research (with the exception of the Royal Society or other institutions with public access policies). Letters should be signed by the Head of Department or appropriate service manager and include the contact details for the organisation. These individuals do not need to be listed or invited as participants on Flexi-Grant®. Letters can be uploaded by the applicant and attached to the application in the supporting documents section.

Financial Details	
Duration *	Specify the duration of your proposed research project in months.
Budget Table *	Enter your expenses in the column for the financial year that the research will take place i.e. 2024-25 = April 2024 – Mar 2025 or 2025-26 = April 2025 – Mar 2026 You can add columns if necessary by selecting 'add another period' within the budget table. You are permitted to claim total costs for one or both of the following (if applying for both the panel may decide to award one or both parts based on the strength of applications): • Travel expenses up to £2,000 for one off travel costs or research trips of up to 1 month (For UK based scholars to visit any relevant domestic or international destination, travel applications from researchers based outside the UK are only eligible if the application incorporates research at the Royal Society). • Subsistence and travel at £2,000 per month for a maximum of 3 months whilst using Royal Society collections (research may also encompass other, related nearby collections). As appropriate to the nature of your application please outline: International travel costs: 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: *Length of visit, Estimated date of visit, Destination, Mode of travel; Cost;* **Note:** Sum of travel should be calculated to economy class travel rates Subsistence costs, detailing accommodation, food and local travel costs to be incurred as a result of visit to the Royal Society Library, London. In addition to the breakdown of costs 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: *Length of visit, Estimated date of visit, Destination, Overall subsistence cost.*

Justification for Subsistence *	Give you reasons for needing to apply for a grant for subsistence to facilitate your specified research at this time; and if relevant what alternative options you have explored for funding and access to research materials.
Justification for Travel *	Provide justification for needing to travel (e.g. specific event). Explain why you need to travel rather than gaining access to research material through other means. Demonstrate that you have chosen the most environmentally friendly option for travel that is practical to your circumstances, e.g. train travel is preferred for domestic UK travel. Also justify the amount requested for international travel to be undertaken. **Note:** international & national fares are expected to be economy/APEX rates.

Applicant Head of Department/Referee Support
Confirmation of support from the departmental head and academic supervisor/line manager of the applicant is required. If the application involves travel to an international destination then confirmation of support from the head of department or service manager at the intended research destination is required unless they have a public access policy. No destination head of department support is required if your research destination is the Royal Society. The appropriate individuals must be invited to participate in completion of the application form before it can be submitted for approval. **Please** ensure that you use the correct email address when inviting the following: - The Head of Department of the applicant   - Your nominated referee   **Before inviting the appropriate person to participate in completion of your application form, the applicant is instructed to ensure that they are 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 Heads of Department/Supervisors 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 supporters for your application, as an email will be sent automatically from Flexi-Grant® to these individuals with instructions for viewing your application and providing their support. Any mistakes in the email addresses supplied will delay the progress of your application. It is the responsibility of the applicant(s) to: - Inform the Heads of Department/supervisors of the deadline   - Liaise with them to ensure that they have received their invitation with instructions to participate in completion of your application, as no provision is made for non-receipt of these automatic emails.   - Keep track of the progress of supporter's completion status on your application summary page. You can issue a **reminder** email through the participants tab on your application summary page.   If the instruction email from the Royal Society has not been received please: <ol type="a"> - double check the accuracy of the email address supplied on the application form   - advise the intended recipient to check their spam filters/junk folders   - 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

- All applications to the Lisa Jardine Grant Scheme are reviewed and assessed by multiple members of the selection panel who have the most appropriate expertise.
- A recommendation is then made by the panel on which applications to fund, and these recommendations are reviewed and approved by the Royal Society Library Committee, which is made up of Fellows and academics and information and collections professionals.
- It is expected that applicants will be notified of the outcome of their application by email approximately 6-8 weeks after the application deadline.

Please be assured that the Royal Society specifically requests anyone involved in reviewing applications to consider them in confidence and to declare any conflict of interest.

Appendix 1: Application Submission Process Flow Diagram

ROUND OPENS

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Applicants fill in form online via Flexi-Grant®

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Department Heads and referees submit their support via Flexi-Grant®

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Applicant submits their completed application via Flexi-Grant®

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Host Organisation's approver submits their approval via Flexi-Grant®

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ROUND CLOSES
Final submission to the Royal Society by deadline **15:00 UK time 2024/R1: 7 March 2024** ⇨ Non-submissions: Rejection

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Application is checked for eligibility and provision of support from Heads of Department ⇨ Rejection

⇩

Application enters review and selection process ⇨ Rejection

⇩

AWARDED