Royal Society Short Industry Fellowships 2024 Round 1

The following scheme notes set out the eligibility and application process of the Royal Society Short Industry Fellowships. Please read through the entire document before proceeding with an application.

Contents

1 Overview

1.1 Background

In 2018 the Royal Society expanded its Industry Fellowship programme, to enable shorter term (3-6 months) and more dynamic engagements between academia and industry. These Short Industry Fellowships complement the Industry Fellowships scheme.

1.2 Aims of the Scheme

The Short Industry Fellowships scheme is open to talented researchers, especially early career researchers in academia or industry in the UK. The aims of the scheme are to:
- Support mobility of excellent academic or industry researchers (and/or their postdoctoral researcher) between the two sectors in the UK, across the natural sciences
- Enable the fellow to initiate and develop collaborative links between the academic and industry organisations, which may lead to longer term collaborations (and can seek further funding through the Industry Fellowship)
- Support the career development of the fellow and/or their postdoctoral researcher gained through the working in the other sector
- Enhance knowledge exchange in science and technology between industry and academia

Awards must involve mobility between sectors i.e. UK based private industry and a UK university or a not-for-profit research organisation.

1.3 Subjects Covered

Research must be within the Royal Society's remit of natural sciences, which includes but is not limited to biological research, chemistry, engineering, mathematics and physics. For a full list, please see our guidance page.

Submissions from clinically qualified scientists may be considered. The Society does not support clinical or interventional research on humans at the individual or group level, social sciences or humanities, unless otherwise stated.

If there is any doubt about the eligibility of a project, contact the Grants team via innovationgrants@royalsociety.org.

1.4 Duration and Start of Fellowship

Approximate number of Fellowships offered: 5-7 per round.

Fellowships are expected to commence by December 2024.

Awards can be held full time for a minimum of three months, or up to a maximum of six month or pro rata, i.e. could be held at 50% part-time for up to 12 months enabling fellows to maintain links with their employing institution more easily.

2 Timetable

Opening date	Wednesday 03 April 2024
Closing Date	Wednesday 29 May 2024, 15:00 (UK Time)
Expected results	October 2024

3 Finance

3.1 Programme Specific Funding Rules

Funding will consist of:
- The fellow's and/or their postdoctoral researcher's basic salary for the duration of the award. (Note: the employing institution will be expected to continue to pay national insurance and pension contributions).
- Research expenses may be claimed up to the value of £1,000 per fellowship.

Eligible research expenses include research consumables and travel costs incurred between the partner and the host/employing organisations.

Ineligible research expenses include, but are not limited to publication costs, computer hardware, bench fees, conference or workshop registration fees, travel to conferences, accommodation and subsistence.

4 Eligibility

4.1 Applicant Eligibility

Applicants can be of any nationality and should be at a stage in their career when they would particularly benefit from establishing or strengthening personal and corporate links between the two sectors.

Applicants must also hold:
- a PhD or be of equivalent standing in their profession
- a post in either a UK university, a not-for-profit research organisation or UK industry, which is either permanent or fixed-term with an end date after the expected end of the Short Industry Fellowship.

Note that Royal Society-funded early career researchers, i.e. holders of a University Research Fellowship or a Dorothy Hodgkin Fellowship, are not eligible for this scheme as they are encouraged to collaborate with industry partners as per the terms of their fellowships.

The applicant can, if justified, request their postdoctoral researcher/PDRA to work on the collaborative project at the partner organisation. Applicants in this instance must ensure their nominated PDRA has sufficient tenure in their post to cover the duration of the fellowship. The applicant will be expected to lead the collaborative project and clearly outline both their and the PDRA's contribution to the project as well as the mutual benefit to the PDRA and partner organisation. In addition, supporting statements from both the employer and partner organisations should explicitly state that they agree to the PDRA working in the partner organisation during the tenure of the Short Industry Fellowship.

Applicants cannot have concurrent applications detailing similar projects submitted to both The Royal Society Industry Fellowship and The Royal Society Short Industry Fellowship rounds at the same time.

Please note that applications from former Royal Society Industry Fellows may be considered by the panel on a case-by-case basis. Applicants in such instances would be expected to propose working with a new collaborative partner to that in their previous Industry Fellowship, alongside a strong case for support. Royal Society Short Industry Fellows are encouraged to apply to the Industry Fellowship scheme for the continuation of their project with their industry partner.

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).

The Royal Society recognises that diversity is essential for delivering excellence in science, technology, engineering and mathematics (STEM). The Society wants to encourage applications from the widest range of backgrounds, perspectives and experiences to maximise innovation and creativity in science for the benefit of humanity. We regularly review and revise policies and processes to embed EDI principles in all aspects of the grant making process and ensure all talented applicants have an equitable chance to succeed as per assessment criteria.

See below for details of the adjustments we can provide for disabled applicants.

Support to applicants with disabilities: The Royal Society welcomes applications from disabled scientists and provides adjustments to ensure that they can participate fully in the selection process. If you need an adjustment when accessing the application form, or for any other part of the application process, please contact the Grants team on innovationgrants@royalsociety.org or call +44 20 7451 2666. Adjustments can include but not limited to:
- Extension of the deadline;
- Additional support to complete the application form;

Childcare Travel Policy

The Society can provide financial support to research fellows for any additional care costs that arise when attending conferences, collaborative research visits or invited talks directly related to their fellowship. These requests are considered on a case-by-case basis. Award holders can submit 1 request to claim childcare costs up to a maximum of £2,000 during the tenure of their Royal Society Short Industry Fellowship.
The Grants team will be pleased to answer questions about eligibility and/or points covered in this section.

4.2   Host and Partner Organisation Eligibility

Host organisation: is the applicant's current employing organisation.
Partner organisation: is where the applicant is proposing to carry out their secondment during their fellowship.

Fellows can conduct their secondment in an academic institution or industry if they are based in an industrial or academic organisation accordingly. The application **must clearly state the mutual benefits** of the fellowship and the collaborative project to both organisations. Please review the eligibility criteria for the independent research organisations here.

The partner organisation (where the secondment will take place) is expected to provide appropriate support and access to facilities in order for the proposed research to be carried out.

Academic institution: UK university and not for profit research organisations. A list of eligible not-for-profit research organisations can be found here.

Industrial Partners: Applicants should contact the Grants Team regarding the eligibility of an industrial partner organisation that is not currently listed on the Society's grant management system and for information regarding the required supporting documentation. The supporting document should be submitted to us at innovationgrants@royalsociety.org **no later than 4 weeks before the application deadline**. If this is not possible, please contact us.

We encourage applications involving small companies and/or early stage companies provided they have a well-established research team and facilities.

Self-employed consultants are not eligible to apply as the industrial partner.

Applicants from industry must state clearly how the fellowship will benefit the not-for-profit research organisation or university; especially in cases where the applicant has financial involvement in the company (for instance receiving salary or holding shares, please note that shareholders with more than or equal to 25% shares are not eligible to apply).

Applicants should also state what complementary skills the employees at the company have to offer. Please note that the Society reserves the right to carry out financial viability and due diligence checks on industrial partner organisations as required.

5   Assessment Criteria and Review Process

5.1   <u>Assessment Criteria</u>

The primary considerations will be the following:
- the track record of the Short Industry Fellowship applicant and their postdoctoral researcher if applicable (commensurate with their career stage and takes into consideration any career breaks);
- the quality of the proposed science;
- the innovation and potential impact of the applicant's proposed research;
- the added value of the fellowship to the individual's career development
- the mutual benefit to the academic and industrial/commercial organisations and the potential to lead to longer-term collaboration

5.2   <u>Review Process</u>

Applications will be considered by the Royal Society Joint Industry Fellowship panel. It is expected that applicants will be notified of the final outcome in October 2024. 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.

The subject tags you select on your application play a vital role in matching your application with appropriate reviewers, so it is extremely important to select only the most relevant subject tags on your application.

Please be assured that the Royal Society specifically requests anyone involved in reviewing applications to consider them in confidence. More information on the Review Process can be found in Appendix 1.

All applicants will be notified of outcomes via email.

6 References and Participants

To complete and submit the application form, the lead applicant is required to provide supporting statements or references from three individuals. The following individuals must be included:

- Current Employer Head of Department
- Partner Organisation Head of Department
- One Referee

The primary consideration for a referee is that they are able to comment independently and authoritatively on your application (i.e. someone in your field, who is as independent a researcher as possible from the applicant). You do not need to know them personally, but you should make sure they are able to provide a reference before adding them to your application.

The nominated referee **must not** be :
- from the same institution as the Applicant will not be accepted
- the Applicant's former/current supervisor (including PhD supervisor)
- a member on the assessment panel for this scheme; or
- a member of the Royal Society's Council.

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. No two references can be from the same person. If two references from the same person are submitted, it may make the application ineligible.

6.1   How to invite referees and participants to contribute to an application

All references and supporting statements must be submitted through Flexi-Grant®. To submit references please follow the steps below.

Step 1 | Ensure all participants have a Flexi-Grant® account

- All referees and other participants must set up a Flexi-Grant® account in order to contribute to an application.
- If a participant already has a Flexi-Grant® account they should use that, if not then a new account should be set up.

Step 2 | Invite participants to contribute to an application

- Applicants should invite referees and other individuals to submit their supporting statements through the 'participants' tab.
- The participants tab can be found on the application form summary page and contains details of each participant required to contribute to the application
- Applicants should select 'invite' and enter the e-mail address of the person they wish to invite to provide the relevant reference or statement and send the invitation.

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Step 3 | Monitor participants responses

- The recipient will need to accept your invitation before they can participate in the application.
- You can monitor the progress of your participants' activity through this section of the application form and issue reminders as required.
- Once the participant has accepted your invitation, their status will be displayed as 'active'.
- Once participants have completed all their sections of the application form they should select **'Save & Submit'** on the application form page or select '**Submit your contribution**' on the summary page.
- Upon completion of their section of the application form their status will be displayed as 'complete'.

Please note that you will not be able to submit your application form until the status of all participants' shows 'complete'.

Please note that once an applicant submits an application on Flexi-Grant®, it is then directed to the designated Approver for the employing organisation at which the applicant has applied to host an award (see Application Approvals in the 'Application Guidance Notes' Section). It is recommended that referring and supporting participants fulfil their requirements **at least 5 working days** before the submission deadline (Wednesday 29 May 2024, 15:00hrs) to ensure there is sufficient time for organisational approval. The Host Organisation approver must approve the completed application by the submission deadline.

It is the applicant's responsibility to liaise with the nominated referees, the Host Organisation's Approver and the Head(s) of Department to ensure that the required tasks are completed by the deadline. Please contact the Grants team before the deadline if there is any issue. Alternatively, the Host Organisation's Approver, the Head(s) of Department and the nominated referees 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.

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

Research Support Role
The Research Support role displayed under the participants tab is an optional role, which allows you to invite an individual from the relevant Host Organisation research support team to review and amend the application prior to submission. The primary purpose is to ensure that the requested finances have been recorded correctly for this specific grant programme. Applications cannot be submitted until all participant sections are marked as complete so it is important that applicants ensure that their organisation's research support team complete this section.

As the Research Support Role is optional, applicants can revoke this participant request in order to submit their application if the section has not been completed. Please navigate to the participants tab and revoke the request for Research Support Role.

Additional system guidance can be found in the 'Systems Guidance Notes' Section.

7 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 the Grants team via innovationgrants@royalsociety.org or call +44 20 7451 2666.

Please quote your application reference number in all correspondence with the Grants team.

8 Use of Data

All applicant data, including personal data, is governed by the Royal Society's Privacy Policy. This Policy sets out how and why the Royal Society uses your personal data, and how we protect your privacy when doing so. Please refer to the section entitled "Grant Applicants and Holders" for details of how the Privacy Policy determines the use of applicant data.

In addition to the usage set out in the Royal Society's privacy policy, please note that information regarding your application for a Royal Society Short Industry Fellowship may be shared with the Department of Science, Innovation and Technology (DSIT) for data monitoring and scheme evaluation purposes. You may also be contacted by selected third parties such as independent evaluators, consultancy groups, and career development organisations. If successful, the Royal Society will contact you regarding the administration of your award throughout the course of your funding and after its completion. You may also be contacted by the Royal Society, DSIT, or an agent acting on their behalf, for reporting and evaluation purposes throughout the course of your funding and after its completion.

9 Use of generative AI

Generative AI tools offer potential benefits for research but also challenges and risks. The Royal Society has joined with other funders to set our expectations around the use of generative AI tools in funding applications. Funders joint statement: use of generative AI tools in funding applications and assessment.

When developing funding proposals, researchers must ensure generative AI tools are used responsibly and in accordance with relevant legal and ethical standards where these exist or as they develop. Funding proposals for Royal Society grants should adhere to our existing commitments to policies on Research Integrity and Trusted Research. Applicants are responsible for ensuring the originality, validity, reliability and integrity of any outputs created or modified by generative AI tools. Where generative AI tools are used in funding proposals their use should be acknowledged in the application by naming the AI source and specifying how the content was generated (for example by listing the prompt used).

10 System Guidance Notes

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

10.1 Using Flexi-Grant ®

Applications can only be submitted online using the Royal Society's Grants management system (Flexi-Grant®) via https://grants.royalsociety.org. Further information about the Grants 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 Host Organisation and the applicant's departmental support must be completed before you can submit via Flexi-Grant®. Late applications will not be accepted.

For instructions on inviting participants to contribute to an application (such as referees or departmental support), please see the 'References and participants' section.

Further guidance and support can be found through the applicant and approver knowledge base.

10.2 ORCID Identifier

All applicants should submit an ORCID (Open Researcher and Contributor ID) identifier if they have one before their application is submitted. 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.

10.3 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
Contact Details
Applicant Career Summary
Nominated PDRA Career Summary (optional)
Research Proposal
Use of Animals in Research
Use of Human Patients or Tissue
Financial Details
Applicant Declaration
Current Employer Head of Department Support
Partner Organisation Head of Department Support
Nominated Referee (1)

A full list of question fields to be completed as part of the application can be found in the Question Guidance in the 'Application Guidance Notes' Section.

11 Application Guidance Notes

11.1 Application Approvals

It is the Applicant's responsibility to ensure that approval of the application by the Host Organisation is completed before the closing date.

The person responsible for approving your application will be the delegated authority at the Host Organisation where you are applying to hold your award. This may be someone within the research office, Faculty administration, Vice-Chancellor, or other administrative or management role.

The approver must be someone with the authority to confirm that the potential award can be hosted within their organisation, confirm that there is the capacity to deliver the proposed research and assure the proposed budget is appropriate and eligible for the scheme.

You will only be able to submit your application for approval by the Host Organisation's Approver once all sections of the application form have been marked as complete and all participants have marked their work as complete AND have submitted their section. The applicant must check the status of the collaborators under the 'Participants' tab on the summary page of the application form. **Applications submitted after the deadline will not be accepted.**

11.2 Question Guidance

Please read the following guidance notes carefully as you complete the form. In the table below, 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.

Summary	
Summary page	The summary page of the application form provides instructions for submission of your application for approval from the Host Organisation. In addition, you are provided with an overview for each section of your application form, including the approximate length of time it will take to complete each section. The summary page also allows applicants to manage and invite participants (e.g. Heads of Department and Nominated Referee) who are required to contribute to the application form. Instructions for inviting participants can be found under the 'participants' tab on the application summary page. **Note:** you will only be able to submit your application for approval by the Host Organisation once all sections of the form have been completed.

Eligibility Criteria	
Eligibility Criteria *	Please provide confirmation that you meet the eligibility criteria. Details of the eligibility criteria can be found in the 'Eligibility' Section of these Scheme Notes.

Contact Details	
Title, Names, address, organisation and country *	Review and complete your **personal details** accurately. Errors in this section can cause difficulties in processing your application. Errors will not be corrected after submission. Under this section, you should edit the **contact type of** the participants who will partake in your application form. The system default contact type is set as 'collaborator'. To amend the contact type of your Head of Department, click 'edit', and under the contact type field, select the 'Head of Department'. **Organisation**: this table will automatically display details of the intended Host Organisation (marked by a tick) which you selected previously and your current organisation, if different from the organisation where the award will be held and administered.
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 will be sent. The applicant must therefore commence the application using the login email address used to register a user account on Flexi-Grant®.

Applicant Career Summary	
Full name *	Please enter your full name, including title.
Title of Current Position *	Please state the title of your current position.
Current Employer *	Please enter the official organisation name of your current employer (e.g. University of Bath).
Current Department *	Please enter details of your current department (e.g. Department of Astrophysics).
Country/Territory *	Please select the country/territory where your current employer (or last employer if currently unemployed or on leave) is based.
Current Position Start Date *	Please enter the date when your current position started.
Current Position End Date *	Please enter the date when your current position is expected to finish. If you are on an open-ended contract, please enter 31 December 2050.
Field of Specialisation *	Enter details of your field(s) of specialisation. (Maximum 20 words)
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. (Maximum 200 words)
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.
PhD Institution *	State the name of the institution where you were awarded or are completing your PhD.
PhD	State the country/territory in which you were awarded or will be awarded your

Country/Territory *	PhD. (Lead applicant only)
Personal Statement *	Please provide a personal statement detailing your research career to date including prizes and achievements, and your career and research aspirations in the long term. Please note that you may use the personal statement to provide details of additional activities you have undertaken to demonstrate your contribution to the wider scientific endeavour (e.g. conferences, patents, workshops, public engagement activities, etc).
Applicant Career History *	Please provide a full list of your appointments since your PhD in reverse chronological order stating if part-time (and percentage part-time) when necessary. 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. **Please provide full details of any periods of part-time working, career breaks, extended sick leave or maternity/paternity/adoptive leave as your eligibility may depend on the accuracy of this information.** **Note**: You can retrieve your career history information from your profile to complete this section of the application form using your ORCID identifier.
Impact of Covid -19	The Society appreciates that the impact of the coronavirus pandemic on researchers and their work will be varied. Please provide a summary of how the pandemic has affected your research activities. (Maximum 500 words) This can include but is not limited to: delays in publishing/submitting a key paper(s) (please note preprints can be included in your publications list), pause on experiments/research plans, reduced ability to work due to additional caring responsibilities.
Applicant Qualifications *	Please 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 of your academic merit as possible and as appropriate for the funding for which you are applying. **Note**: You can retrieve your qualification information from your profile to complete this section of the application form using your ORCID identifier.
List your Key and/or Relevant Publications *	Please provide details of authors, titles and references of your key preprints and publications in refereed journals, in reverse chronological order. You should include those outputs most relevant to the application to support your case. Please note that publications will be reviewed on the basis of scientific content, rather than publication metrics or the identity of the journal. Your list can be divided into three sections: (i) refereed papers in primary journals, (ii) contributions to symposia and compiled volumes (refereed only); and (iii) preprints.

	Most significant publications - Please identify with asterisks (*) up to five publications which you consider to be most significant. For these * publications please provide a short statement describing their significance and your contribution (up to 50 words per output). For publications arising from large collaborative programmes clearly specify the exact role and contribution made towards large collaborative research programmes that have resulted in multi-authored publications. If your field of research differs in any way from normal conventions, e.g. lead author, first author, and publications in journals being the main gauge of success, please provide a brief explanation at the top of your publication list. If appropriate, give the publisher or where each publication may be obtained, providing a URL if available. Citations for preprints must state "Preprint", the repository name and the articles persistent identifier (e.g. DOI). **Note**: You can retrieve your publications to complete this section of the application form using your ORCID identifier.
Applicant Research Funding *	Please list your current and previous research funding 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 and as appropriate for the funding for which you are applying. Please include whether you have previously held a Royal Society Industry Fellowship, detailing the dates it was held and the academic and industrial organisations involved. **Note**: You can retrieve your information from your profile to complete this section of the application form using your ORCID identifier.
Pending Applications*	Please give details of any pending applications for research support or details of any pending patents.

Nominated PDRA Career Summary (optional) – *to be completed by the PDRA*	
Full name	Please enter your full name, including title
Title of Current position	State the title of your current position. (Maximum 20 words)
Host Organisation	Please select the organisation where the award will be held from the drop down list. Please note that this should be the official name of your **current employer**.
Current Department	Enter details of your current department name (e.g. Department of Astrophysics).
Current Position Start date	Enter the start date of your current position. Please complete the date in dd/mm/yyyy format.
Current Position End date	Enter the end date of your current position. Please complete the date in dd/mm/yyyy format.

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Field of Specialisation	Enter details of your field(s) of specialisation. (Maximum 20 words)
Applicant 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 note that this question is for the PDRA to list their career history.**
Applicant Qualifications	Please list all your qualifications in reverse chronological order. **Please note that this question is for the PDRA to list their qualifications.**
List your key and/ or relevant publications	Please provide details of authors, titles and references of your best publications in refereed journals, in reverse chronological order. You should choose not only the best but also those most relevant to the application to support your case. If appropriate, give the publisher or URL where each publication may be obtained. You can also state your contribution to the paper. (Maximum 1000 words) **If you hold any patents please list any that are relevant to the application.** **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.

Research Proposal	
Project Title*	Give the full title of your proposed project. (Maximum 20 words).
Start / End Date*	Short Industry Fellowships provide funding for 3, 4, 5 or 6 months full-time equivalent, e.g. 6 months at 100 per cent, or 12 months at 50 percent. The date of appointment must be the 1st of a month. Please complete the date in dd/mm/yyyy format. Please use a start date before 31st December 2024.
Partner Organisation Name*	Please enter the official name of your proposed partner organisation, not your current employer. If the partner organisation is not found in the application drop down list, please contact innovationgrants@royalsociety.org **at least 4 weeks before the application deadline.**
Partner Department Name*	Please enter the proposed department at your partner organisation.
Keywords*	Provide 5-10 keywords that could be used to describe your research. This will aid with identifying the most appropriate peer reviewers.
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 your proposed project. This should be understandable by a layperson. Explain why you have chosen to work in this subject area and what it is about your proposed research that you find particularly exciting, interesting or important. If applicable, please also explain the potential impact or wider benefits to society of your research. (Maximum 250 words)
Research Proposal*	**Do not exceed 2 pages of A4, portrait orientation.** Please do not use a text size smaller than Arial 10 and please also ensure that the PDF document is not more than 3MB. Applicants are requested to make sure uploaded PDF documents are unlocked. Please enter "See attachment" in the field. For further information please refer to the **Uploading PDF documents** section. 1. Please provide enough scientific and technological detail to indicate the purpose of the fellowship and to convey feasibility of the project.

	2. The proposal should be a self-contained case for support including the following: • Background • The aim and objectives of the proposed work and why it is important • The programme of work, including the methods to be used and milestones/timescales • **Potential impact and outcome of the proposal.** **If you intend to nominate your PDRA to carry out part or the full secondment as part of the collaborative project, please clearly specify your role/contribution and the PDRA's role on the proposed project including time.**
Benefits to individuals/ institutions*	Please describe clearly the mutual benefit this collaboration will bring to both organisations such as knowledge exchange. In addition, how establishing or strengthening links between the private and public sector will benefit you at this stage of your career and how the award will lay the foundation for a potential future long-term collaboration. **If you are nominating a PDRA, please also specify the benefits to the PDRA as well as to the partner organisation.** (Maximum 200 words)
Mechanism of the Collaboration*	Please clarify how the fellowship will be carried out including days per year spent at the partner organisation and other methods of communication such as teleconferencing. (Maximum 200 words)

Data Management and Data Sharing
The Royal Society supports science as an open enterprise and is committed to ensuring that data 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, recognised, publicly available repository, so that others can verify and build upon the data, which is of public interest. To fully realise the benefits of publicly available data they should be made intelligently open by fulfilling the requirements of being discoverable, accessible, intelligible, assessable and reusable. The Royal 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? • 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. *(*Maximum 200 words*)*
Fieldwork *	Will you be conducting fieldwork as part of your research? Yes/No *
Fieldwork	Please provide all details of any proposed fieldwork to be carried out. Please ensure you provide details of location, duration and justification for the fieldwork.
Fieldwork (Upload only)	Please upload documents related to the following (if applicable): 1. Permission Any mandatory documents that show local support has been assured by way of permission from the government concerned to travel to and work in the country. 2. Collection of specimens Any mandatory documents that show: • Specific permission has been obtained from the host country to collect and to export specimens and material • The director of the museum or other decision makers where these specimens will be deposited has indicated his/her desire or willingness to have such specimens and material.

Use of Animals in Research *
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 3Rs when designing and conducting experiments on animals. 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.

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.
Experimental Design Assistant The Royal Society recommends that applicants use the Experimental Design Assistant (EDA), which is a free resource from the NC3Rs to support researchers in the planning of animal experiments. This will help to facilitate robust study design and reliable and reproducible findings. The EDA helps applicants build a machine-readable diagram representing their experimental plan, following capture of their methodology, and allows the applicant to then generate a PDF report which provides a transparent description of the experimental design in a standardised format, which can be uploaded to the application form.	

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Please note: Applicants who choose to use the EDA, and subsequently uploads the EDA report to the application form, are advised to enter **see report** or **n/a** into any question fields within this section of the application form that have already been captured in the EDA report, to avoid any duplication.	

Use of Human Participants and Tissue

Any application for a research proposal involving human participants, patients or tissue and therefore requiring local ethical committee approval will be considered only when accompanied by the necessary permission certificate or proof that ethical permission will be sought, which must be provided in English.

Does your proposal involve the use of human participants, patients or tissue? *	Select 'Yes' or 'No'. If you have selected 'Yes' it is mandatory to provide either a certificate or letter, as proof that ethical permission has been, or will be, obtained. Please upload the file as a PDF in portrait orientation.

Financial Details

General Information	The Royal Society will provide a salary contribution to the employing organisation only. The salary contribution is calculated as the basic salary (excluding on costs) paid pro-rata against the amount of time committed to the fellowship per year. If a postdoctoral researcher/PDRA is nominated, please note that the applicant and their PDRA **cannot both** claim their basic salary for the same period of time. The salary should only be requested for either the applicant and or the PDRA to cover the period of secondment undertaken by one or the other during the fellowship tenure. Fellows retain their existing employment and the employer will be responsible for the arrangement and the provision of sick leave, superannuation and national insurance contributions. Up to £1,000 can be claimed for research expenses per fellowship (full or part time). Research expenses may be used to research consumables and to cover travel costs incurred between the partner and the employing organisations. Ineligible research expenses include, but are not limited to publication costs, computer hardware, bench fees, conference or workshop registration fees, travel to conferences, accommodation and subsistence. Applicants must consult with the appropriate financial administrators before completing these details.
Duration (months) *	Please specify the duration of your project in months.
Current Salary*	Please enter details of your current basic salary, including currency e.g. 30000 GBP
Financial Details	Please provide details of the funding required for each year of the research fellowship under the relevant headings.
Basic Salary*	State your required basic salary contribution (based on the percentage full time supplied in the applicant career summary section) including, if appropriate, London Allowance for each year of the research fellowship. Please do not include

Research Expenses*	the employer's pension costs or National Insurance costs. **If the applicant intends to nominate a postdoctoral researcher/PDRA to work on the fellowship, either in part or in full, please calculate the basic salary according to the applicant and PDRA's individual basic salaries and the percentage of time they will spend on the Short Industry Fellowship.** No other salaries can be requested as part of this research fellowship. The Society reserves the right to provide support at a different level if it is considered appropriate. Up to £1,000 can be claimed for research expenses per fellowship (full or part time). If you intend to use animals in your research, please provide the total maintenance and purchase cost for animals used in your research for the tenure of the award.
Full Time Equivalent*	It is possible to request to hold the research fellowship on a part-time basis with a FTE equal to 6 months maximum.
Justification for Salary*	Please provide justification for the amount requested. Please specify the applicant's full-time salary and if applicable state their nominated PDRA's full-time basic salary.
Justification for Research Expenses*	Please fully justify your request for all research expenses (E.g. travel, equipment, consumables).

11.2.1 **Applicant Declaration ***
Please declare that: You have read the Terms and Conditions of Award under which Royal Society grants are awarded and, if a grant offer is made, you agree to abide by them. **The Terms and Conditions for Royal Society applications can be found at** https://royalsociety.org/-/media/grants/standard-royal-society-conditions-of-award---july-2023---final.pdf   • 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.

Nominated Referee Support *

You should invite one referee who can provide confidential references for your application, by following the instructions under the 'Participants' tab on the application form summary page. Please check with them that they are happy to provide the references, and inform them that they will be contacted by email and asked to provide references via the Flexi-Grant® system by Wednesday, 29 May 2024.
 	
Please ensure that you use the correct email address when inviting your nominated referee to provide a letter of support.
 	
Before inviting a 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 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:
    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.

Applicant Current Employer/Partner Organisation Head of Department Support *
Confirmation of support of the project/collaboration is required from **both** the industrial and academic departmental heads of the applicant. The applicant must invite the departmental heads to participate in completion of the application form before it can be submitted for approval. Heads of department should provide a statement on the suitability of the candidate including any nominated postdoctoral researcher/PDRA and the merit of the collaborative project. In addition, outline the proposed support to be provided to the applicant and any nominated PDRA during the fellowship. For industrial partners only, please also specify the number of employees in the company, gross annual turnover and the year the company was registered. The Royal Society recognises that diversity is essential for delivering excellence in science, technology, engineering and mathematics (STEM). The Society wants to encourage applications from the widest range of backgrounds, perspectives and experiences to maximise innovation and creativity in science for the benefit of humanity. We regularly review and revise processes to help ensure that all talented applicants have an equitable chance to succeed as per the assessment criteria. This includes ensuring all panel members are briefed on unconscious bias in decision making as part of our assessment process. Please ensure that you use the correct email address when inviting your Heads 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. **Before inviting the Heads of Department to participate in completion of the application form, the Applicant is instructed to ensure that the Heads of Department 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 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 Heads of Department to support your application, as an email will be sent automatically from Flexi-Grant® to the Heads of Department 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 to:
- Inform both the academic and industrial Heads of Department of the deadline
- Liaise with the Heads of Department 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 Heads of Department 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:
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.

Once you have submitted your application for approval by your current employer, automatic emails will be sent to the approving department of your current employer asking them to log on to the system. You will not be able to submit your application until it has been sent to your current employer for approval. The organisation approvers will either: approve and submit your application, contact you to request modifications, or decline your application and contact you. It is recommended that you allow at least five working days before the deadline for this process.

Please be aware that it is your responsibility to ensure that you complete your application in time for your current employer and the partner organisation to process it (including requesting changes) and provide their approval by the closing date.

If your current employer or partner organisation approver requests modifications through the Flexi-Grant® email facility, they can unlock your application, allowing you to edit it. If they are unsure how to do this, they should contact the Grants Section. Once you have completed the requested changes, please use the application summary to re-submit your application for approval by your host organisation. Please also contact your head of department and alert them to the changes.

Once your current employer and partner organisation have approved your application and submitted it to the Royal Society it will not be possible to make any changes.

Diversity Monitoring	
Diversity Monitoring	The Royal Society is committed to promoting diversity in UK science, technology, engineering and mathematics (STEM) by seeking to increase participation from under-represented groups. Please help us to monitor how effectively we are doing this by providing the requested information. All questions are mandatory. The information provided will form a confidential statistical record in accordance with the General Data Protection Regulation (GDPR) and will not be used for any purpose other than analysis of the Society's activities. This information will be kept separately from the rest of your application and will not be seen by those involved in the selection process, including referees etc. You must either complete the form or tick the boxes stating that you 'prefer not to say'. If you do not select a box for each question, the system will regard your application as incomplete and will not allow you to submit it. ***Please note, that where an application contains applicant and co-applicant(s) details, all applicants will be expected to complete the diversity monitoring form.*** ***The lead applicant and co-applicant(s) are restricted to completing and viewing the diversity monitoring form that is relevant to them as individuals. You are not permitted to view the information provided by the other under this section of the application.***

Appendix 1: Application and Review Process

ROUND OPENS

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Applicants fill in form online via Flexi-Grant®

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UK Partner Organisation and current employer submit their support via Flexi-Grant®

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Current employer 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: 29 May 2024** → Non-submissions: Rejection

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Application is checked for eligibility and provision of support from the Head of Departments → Rejection

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Application enters selection process → Unsuccessful

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Awarded

TC/03/2023