

Royal Society Industry Fellowships 2020

The following scheme notes set out the eligibility and application process of the Industry Fellowship Scheme. Please read through the entire document before proceeding with an application.

1. Overview

Background

This long-standing scheme was established to enable mobility of talented academic and industry scientists and engineers to move between both sectors. Such secondments have supported the development of the researcher, as well as foster exchange of knowledge, longer-term collaborations and the establishment of personal, scientific and corporate links between sectors. The Industry Fellowship is part of the Royal Society's wider '[Science and Industry programme](#)' which strives to promote the value and importance of science by connecting academia, industry and government.

These appointments are funded by the Royal Society, with additional generous support from the Rolls Royce.

Aims of the Scheme

The Industry Fellowship scheme is open to academic and industrial researchers from early to senior career stage based in the UK (see eligibility below). The aims of the scheme are to:

- Support mobility of excellent academic or industry researchers between the two sectors in the UK, across the natural sciences.
- Enable the fellow to develop and establish collaborative links between the academic and industry organisations, which may lead to longer term collaborations.
- Support the career development of the fellow (and their team) through the cross-sector collaborative research experience afforded by the fellowship.
- Enhance knowledge exchange in science and technology between industry and academia.

Fellowships can be held up to four years part-time or two years full-time, and offer flexible support. Secondments must be between the academic and industry sector and can be held in a range of UK based industries/companies including small and medium-sized companies, as well as UK Universities and not-for-profit research organisations.

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 <https://royalsociety.org/grants-schemes-awards/grants/subject-groups>.

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.

Clinical and patient orientated research is considered to be an interventional study on human participants at the individual or group level, including but not limited to surgical or drug intervention. Eligible use of human participants in research can include investigation where the experiments are conducted in vitro – for example, the use of human tissue or other biological samples, chemistry techniques, mathematical modelling or engineering, translational research and collaborative research with clinicians.

Value of Funding and Support Provided

Funding will consist of:

- The fellow's basic salary for the duration of the secondment, as such the employing institution should continue to pay national insurance and pension contributions for the Industry Fellow.
- Research expenses of up to £4,000 per year.

Duration and Start of Award

Awards are expected to commence by 1 October 2020.

Awards can be for any period up to two years' full-time or pro rata, *i.e.* could be held at 50% part-time for four years enabling fellows to maintain links with their employing institution more easily.

2. Eligibility

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 permanent post or have an 'open-ended contract' in either a UK university, a not-for-profit research organisation* or UK industry.

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. However, former Short Industry Fellowship holders are encouraged to apply to the Royal Society Industry Fellowship scheme if seeking to build longer-term collaborations. Please contact the Grants Team on any queries regarding eligibility.

Applicants should not be a representative on the board of the Industrial Partner, whether the Industrial Partner is the Current Employer or the Host Organisation.

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 be hosted by an academic* institution or industry, and should be partnered with an industrial or academic partner accordingly. The application must clearly state the value for the applicant and the mutual benefit of the fellowship and the collaborative project to both organisations.

The partner organisation 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 such as the Marine Biological Association or John Innes Centre.

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 needs to be submitted to us at innovationgrants@royalsociety.org at least 2 weeks before the application deadline. If this is not possible, please contact us.

We encourage applications involving spin-offs or small 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 within the company. 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.

3. Assessment Criteria and Review Process

Assessment Criteria

The primary considerations will be the following:

- the track record of the Industry fellowship applicant (commensurate with their career stage and careers breaks are taken into consideration);
- the quality of the proposed science;
- the added value of the fellowship to the individual's career development
- the innovation and potential impact of the applicant's research;
- the mutual benefit to the academic and industrial/commercial organisations including potential to lead to longer-term collaboration.

Review Process

All applications will be considered by the Royal Society Industry Fellowship panel. The Panel will shortlist applications for further review by at least two independent expert peer reviewers recommended by the Panel. These will be discussed by the Panel to agree the recommendation for support against the assessment criteria. It is expected that applicants will be notified of the final outcome in September 2020. 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. More information on the Review Process can be found in Appendix 1.

4. References and Participants

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

- Current Employer Head of Department

- Partner Organisation Head of Department or equivalent
- Two Referees

It is the applicant's responsibility to liaise with the Host Organisation's Approver, the Heads of Department (Current Employer and Partner Organisation), and the two nominated referees to ensure that the required tasks are completed by the deadline. Please contact the Royal Society before the deadline if there is any issue. Alternatively, the Host Organisation's Approver, the Heads 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.

It is recommended that referring and supporting participants fulfil their requirements **at least 5 working days** before the submission deadline (Tuesday, 28 April 2020) to ensure there is sufficient time for organisational approval. The **Host** Organisation approver must approve the completed application by the submission deadline.

These individuals can be invited through the 'participants' tab displayed on the application form summary page, where you will find each of the required participants as described above.

Please select 'invite' and enter the e-mail address of the person you wish to invite to provide the relevant statements and send the invitation.

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 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'.

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.

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. As this is an optional role, it will not affect your ability to submit your application for approval.

Additional system guidance can be found in Section 8.

5. Timetable

Round	Opening Dates	Closing Dates (15:00 UK time)	Expected result	Latest Project Start Dates
2020 Round 2	Tuesday, 03 March 2020	Tuesday, 28 April 2020	September 2020	Wednesday, 31 March 2021
2021 Round 1	Tuesday, 04 August 2020	Tuesday, 06 October 2020	February 2021	Sunday, 31 October 2021

6. 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 innovationgrants@royalsociety.org or call +44 20 7451 2596.

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

7. Use of Data

Please note that information regarding your application for Industry Fellowship Scheme may be shared with the Department of Business, Energy and Industrial Strategy (BEIS) and Rolls Royce 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, BEIS, Rolls Royce or an agent acting on their behalf, for reporting and evaluation purposes throughout the course of your funding and after its completion.

8. System Guidance Notes

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

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.

Further guidance and support can be found through the [applicant and approver knowledge base](#).

ORCID Identifier

All applicants applying to Industry Fellowship Scheme 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>.

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

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)

Nominated Referee (2)

A full list of question fields to be completed as part of the application can be found in the Question Guidance in Section 9.

9. Application Guidance Notes

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 Industry Fellowship award to 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 Industry Fellowship Scheme.

You will only be able to submit your application for approval by the UK Institutional 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 Lead 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**

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

Eligibility Criteria	
Eligibility Criteria *	<p>Please provide confirmation that you meet the eligibility criteria.</p> <ul style="list-style-type: none"> - Do you hold a PhD - Do you hold a permanent post or have an 'open-ended contract' in an academic institution (or non profit organisation) or within UK industry? - Declare whether you have any association or financial interest with the industrial partner organisation. Applicants must not be on the board of the industrial partner organisation.

Contact Details

Title, Names, address, organisation and country *	<p>Review and complete your personal details accurately. Errors in this section can cause difficulties in processing your application. Errors will not be corrected after submission.</p> <p>Under this section, you should edit the of contact type the participants who will partake in your application form. The system default contact type is set as 'collaborator'. To amend the contact type of your Head of Department, click 'edit', and under the contact type field, select the 'Head of Department'.</p> <p>Organisation: this table will automatically display details of the intended Host Organisation (marked by a tick) which you selected previously and your current organisation, if different from the organisation where the award will be held and administered.</p>
Email address *	<p>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®.</p>

Applicant Career Summary	
Title of Current Position *	Please state the title of your current position.
Current Employer *	Please enter the official organisation name of your current employer/host organisation (e.g. University of Bath).
Current Department *	Please enter details of your current department (e.g. Department of Astrophysics).
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 a permanent contract, please enter 31 December 2050.
Field of Specialisation *	Enter details of your field(s) of specialisation. (20 words max.)
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 Country/Territory*	State the country/territory in which you were awarded or will be awarded your PhD. (Lead applicant only)
Applicant Career History *	<p>Please provide a full list of your appointments since your PhD in reverse chronological order stating if part-time (and percentage part-time) when necessary.</p> <p>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.</p>

	<p>Please provide full details of any periods of part-time working, career breaks, extended sick leave or maternity/paternity/adoptive leave as your eligibility may depend on the accuracy of this information.</p> <p>Note: You can retrieve your career history information from your profile to complete this section of the application form using your ORCID identifier.</p>
Applicant Qualifications *	<p>Please list all your qualifications in reverse chronological order.</p> <p>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.</p> <p>Note: You can retrieve your qualification information from your profile to complete this section of the application form using your ORCID identifier.</p>
List your Key and/or Relevant Publications *	<p>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. Please note that publications will be reviewed on the basis of scientific content, rather than publication metrics or the identity of the journal.</p> <p>If you hold any patents please list any that are relevant to your application.</p> <p>Most significant publications: Please also identify with asterisks (*) up to five publications which you consider to be most significant.</p> <p>Note: You can retrieve your full publications from your profile to complete this section of the application form using your ORCID identifier.</p>
Applicant Research Funding *	<p>Please list all your current and previous research funding in reverse chronological order.</p> <p>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.</p> <p>Note: You can retrieve your information from your profile to complete this section of the application form using your ORCID identifier.</p>
Pending Applications*	<p>Please give details of any pending applications for research support or details of any pending patents</p>

Research Proposal	
Project Title*	Give the full title of your proposed project. (20 words max).
Start / End Date*	Industry Fellowships provide funding for 2 years full-time equivalent, e.g. 2 years at 100 per cent, 4 years at 50 percent up to a maximum of 4 calendar years. The date of appointment must be the 1st of a month. Please complete the date in dd/mm/yyyy format. For 2020 Round 2 please use a start date on or after 1 October 2020 and before 31 March 2021.

Partner Organisation Name*	Please enter the official name of your proposed partner organisation. This is where you propose to conduct your fellowship, not your current employer. If the partner organisation is not found in the application drop down list, please contact innovationgrants@royalsociety.org at least 2 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. <i>(250 words max.)</i>
Research Proposal*	<p>Do not exceed 3 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.</p> <ol style="list-style-type: none"> 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: <ul style="list-style-type: none"> • 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 <p>Please also discuss the potential impact and outcome of the proposal.</p>
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 future long-term collaboration. Please enter a maximum of 200 words in the text box.
Mechanism of the Collaboration*	Please clarify how the fellowship will be carried out including days per year spent at the host organisation and other methods of communication such as teleconferencing. A maximum of 200 words is allowed.
Suggested reviewers	<p>Please list one or two people who are familiar with your work and who we could potentially approach for independent references. These should be people who you think would be familiar with the field of your work, but who do not know you so well as to be unable to be objective</p> <p>Any suggestions deemed to have a conflict of interest will not be considered.</p>
Reviewers with conflict of interest	Please provide details of any individuals you believe may have a conflict of interest, and would therefore not be suitable as independent referees on your application.

Data Management and Data Sharing

The Royal Society support 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*)

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.

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.
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Financial Details

General Information	<p>The Royal Society will provide a salary contribution to the employing organisation only. The salary contribution is calculated as the basic salary (excluding oncosts) paid pro-rata against the amount of time committed to the fellowship per year.</p> <p>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.</p> <p>Up to £4000 can be claimed for research expenses per year.</p> <p>Eligible research expenses include research consumables and travel costs incurred between the partner and the host/employing organisations. Applicants can request one £2000 summer studentship per annum.</p> <p>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.</p> <p>Applicants must consult with the appropriate financial administrators before completing these details.</p>
Duration (Years) *	Please select this first – on selection the appropriate number of columns will appear.
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,

Research Expenses*	<p>London Allowance for each year of the research fellowship. Please do not include the employer's pension costs or National Insurance costs.</p> <p>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.</p> <p>Please include indexation for each year of the research fellowship. This should include an element for incremental salary rises and an element for cost of living increases. Note: The Society requires that a 3% rate increase be applied to the cost of living.</p> <p>Up to £4000 can be claimed for research expenses per year (full or part time). This value includes an allowance of £2000 per annum for a summer studentship. 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.</p>
Full Time Equivalent*	It is possible to request to hold the research fellowship on a part-time basis with a FTE equal to two years maximum.
Justification for Salary*	Please provide justification for the amount requested.
Justification for Research Expenses*	Please fully justify your request for all research expenses (e.g. travel, equipment, consumables, summer studentships).

<p>Applicant Declaration*</p> <p>Please declare that:</p> <p>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/schemes/Conditions-of-Award.pdf .</p> <ul style="list-style-type: none"> • 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.

<p>Applicant Current Employer/ Partner Organisation Head of Department Support*</p> <p>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.</p> <p>Heads of department should provide a statement on the suitability of the candidate and the merit of the collaborative project. In addition outline the proposed support to be provided to the candidate during the fellowship. For industrial partners only, please specify the number of employees in the company, gross annual turnover and the year the company was registered.</p>

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 your 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 host organisation to process it (including requesting changes) and provide their approval by the closing date.

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

Nominated Referee Support *

You should invite two referees who can provide confidential references for your application, by following the instructions under the 'Participants' tab on the application form summary page. Please check with them that they are happy to provide the references, and inform them that they will be contacted by email and asked to provide references via the Flexi-Grant® system..

Please ensure that you use the correct email address when inviting your nominated referees 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 to be ineligible.

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

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

- 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.

Diversity Monitoring

Diversity Monitoring

The Royal Society is committed to promoting diversity in UK science, technology, engineering, mathematics, and medicine (STEMM) 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

