

# The Newton Advanced Fellowship

## 1. Overview

This programme focuses on early to mid-career international researchers who have already established (or are in the process of establishing) a research group or research network and have a research track record. The focus will be on developing their research strengths and providing support for more formalised training and development in collaboration with a UK partner. The award will support the international researcher in their own country, providing them with funding through a UK partner to establish and develop collaborations with the UK with the intention of transferring knowledge and research capabilities to partner countries. The Fellowship can be for one, two or three years, and can provide salary top up, research support, training costs, and travel and subsistence.

This programme is offered under the [Newton Fund](#), which is an initiative that aims to develop the long-term sustainable growth and welfare of partner countries through building research and innovation capacity, and forms part of the UK's Official Development Assistance commitment.

### **Objectives of the Newton Advanced Fellowship:**

We will recognise and support early career group leaders in partner countries to develop their research by linking them with some of the best research groups in the UK. The primary aims of the programme are to:

- Support the development of a well-trained research community who, by transferring new skills and creating new knowledge, will create increased economic benefits and lead to changes in the wellbeing of communities.
- Strengthen research excellence in partner countries by supporting promising independent, early-career researchers, and their research groups and networks, to develop their research through training, collaboration, reciprocal visits, and the transfer of knowledge and skills from the UK.
- Establish long-term links between the best research groups (and networks) in partner countries and the UK to ensure that improvements in research capacity are sustainable in the longer term.

**Subjects covered:** These awards will support researchers working on a subject within the natural sciences, including: physics, chemistry, mathematics, computer science, engineering, agricultural, biological and medical research, the scientific aspects of archaeology, geography and experimental psychology and clinical or patient-oriented research. Applicants for social science and humanities should apply to the [British Academy](#).

**Eligibility:** Applicants must have a PhD or equivalent research experience and hold a permanent or fixed-term contract (see country specific criteria below) in a University, academic research organisation, publically funded or not for profit research institution outside the UK, which must span the duration of the project. Collaborations should focus on a single project involving overseas-based researcher (“the

Applicant”) and UK-based researcher (“the Co-applicant”). **We strongly welcome applications from female researchers.**

For further details please refer to the ‘Eligibility details’ below.

**Duration of funding:** Awards are available for up to three years (depending on country). Should the budget not be spent at the end of the award period, applicants may be able to apply for a no-cost-extension of up to 12 months.

**Countries covered:** Researchers from the countries listed below are eligible to apply for the Newton Advanced Fellowships. The Royal Society and Academy of Medical Sciences have established partnerships with funding organisations in each of these countries (listed below). These partners are offering similar opportunities for UK researchers wishing to visit partner countries.

	<b>Clinical and Patient orientated research</b>	<b>Natural and Physical Sciences</b>
<b>China</b>	In partnership with the National Natural Science Foundation of China (NFSC)	In partnership with the National Natural Science Foundation of China (NFSC)
<b>Malaysia</b>	N/A	In partnership with the Academy of Sciences Malaysia (ASM) and the Malaysian Industry Government Group for High Technology (MIGHT)
<b>Mexico</b>	N/A	In partnership with the Mexican Academy of Sciences (MAS) and the National Council of Science and Technology (CONACyT)

**Value:** The following costs will be provided annually up to three years:

- Salary top up of £5k for the group leader from the partner country.
- Research support of up to £15k: Covering costs for a PhD studentships (excluding fees), staff, consumables or equipment.
- Travel and subsistence of up to £12k: Covering travel costs of the UK partner to the international partner and/or travel of the international partner to the UK.
- Training costs for up to £5k.
- Maximum per year: Up to £37,000

The maximum award value cannot exceed £111,000 for a three-year period (or £37,000 per year). Please note that the Fellowship does not provide overhead costs. The only fixed cost is the salary top up. You may request different amounts than stated above for research expenses, travel and subsistence and training as part of your application up to the maximum value of £37k per year. Your request will be considered as part of the assessment process.

**Please check with your research/finance office if the overseas applicant is eligible for a salary top up. If you are unable to receive a salary top, the maximum of £5K per year can be attributed to other costs, such as consumables, providing this is justified in your application.**

**Transfer of funds to overseas institutions:** The funds associated with the award will be paid to the UK institution in the first instance. The UK Host organisation must identify a safe and efficient way to transfer the funds to the overseas institution.

**Closing dates:** Wednesday, 14 September 2016 17:00 BST

**Results available:** Results of the competition will be available approximately 4 months after the application closing date.

### Contact Information

Enquires about this scheme can be made using the contact details below. Before contacting us, please check whether your question is answered by these scheme notes. If not, please email: [newtonadvancedfellowships@royalsociety.org](mailto:newtonadvancedfellowships@royalsociety.org) or call +44 20 7451 2262.

### Eligibility details

#### Overseas Applicants

- The overseas-based researcher and/or project leader (“the Applicant”) and the UK-based researcher and/or project leader (“the Co-applicant”) must have completed a PhD or have extensive research experience at an equivalent level at the time of application.
  - The Applicant must be working as an independent researcher at an overseas institution (in one of the eligible countries), and should not have more than 15 years of post-doctoral research experience.
  - Applicants must either:
    - Hold a permanent independent research post in a University, academic research organisation or publically funded or not for profit research institution.
- OR
- Hold a named, limited-tenured/fixed-term independent academic research post, obtained in open competition, and held in their **own name** in a University, academic research organisation or publically funded or not for profit research institution. Applicants must demonstrate that they have sufficient tenure in their post to cover the duration of the award.
- Contact between the overseas Applicant and the UK-based Co-applicant prior to the application is essential. This contact should lead to a clearly defined and mutually - beneficial research project proposal. Please note that the implementing academies will not be able to assist in locating a UK collaborator, but you can use the LinkedIn sites ([here](#) for physical and natural sciences, and [here](#) for clinical and patient oriented research) site on the webpage to communicate with interested parties.
  - Applicants must be competent in oral and written English. The UK-based Co-applicant must confirm the competency of the Applicant on the application form and in their supporting statement.

#### UK-based Co-applicant

- The Co-applicant must be an independent academic researcher based in the UK and hold a permanent or fixed-term contract in a University or eligible publicly funded research organisation, which includes government research institutes. In the case of fixed-term contracts, the employment must continue for at least the duration of the project.
- The UK based Co-applicant and their host organisation must agree to administer the grant.
- The Co-applicant must make all the necessary practical and administrative arrangements for the duration of the Fellowship.
- Applications cannot be accepted from private or commercial organisations.

## Country Specific Eligibility Criteria

As well as fulfilling the above the eligibility criteria, at the request of the in country partner, applicants from the following countries must fulfil the below criteria:

### China

- Applicants applying from China must be supported by the NSFC through the Distinguished Young Scholar programme or Excellent Young Scientist programme.
- Applicants who are NSFC Distinguished Young Scholars or Excellent Young Scientists must submit their application to NSFC in Chinese, together with the eGAP2 form as an attachment, in order to be eligible for a NSFC grant of up to 500,000RMB.
- Co-applicants are limited to one application per round and are not allowed to act as a co-applicant on multiple applications.

**Applicants who are NSFC Distinguished Young Scholars or Excellent Young Scientists: by submitting your application you are agreeing that the information provided in your application can be shared with NSFC.**

### Malaysia

- Researchers applying from Malaysia can only apply under the natural science remit and not clinical or patient-orientated research.
- Eligible applicants must be a Malaysian national
- Successful applicants from Malaysia will have their award supported equally by both the Royal Society and ASM. The fellowship will supported equally with Royal Society Providing up to £18,500 per year and ASM providing up to MYR123,950 per year.
- For Malaysia, the following costs are eligible, with half being provided by the Royal Society, and the other half from ASM:
  - Salary top up (for the Malaysia-based Applicant only): up to £5,000 per annum
  - Research support: up to £15,000 per annum
  - Travel and subsistence: up to £12,000 per annum
  - Training costs: up to £5,000 per annum
  - **Maximum annual total:** **up to £37,000 per annum**

The maximum award value from the Royal Society and ASM cannot exceed £111,000 for a three-year period (or £37,000 per year).

Please note, that the Royal Society contribution to the award will be paid to the UK co-applicant's employing institution, with the ASM's half be paid in Malaysian Ringgit to the Applicant's employing institution. For clarity, a full award of £37,000 will be £18,500 from the Royal Society and MYR123,950 from ASM.

**Applicant applying from Malaysia: by submitting your application you are agreeing that the information provided in your application can be shared with ASM and MIGHT.**

## References

Four reference statements are required for the application. The following individuals need to be listed in the application for a reference:

### Nominated References

- Under the Nominated Referees section, applicants need to input email addresses of two individuals. These two referees should be able to provide unbiased comment on the field of research and on the applicant and/or the Co-applicant. At least one of the nominated referees must be a UK-based researcher.

The guidelines for choosing a nominated referee are as follows:

- The primary consideration is that he/she is able to comment authoritatively on your application.
- At least one nominated referee must be based in the UK.
- It is requested that one referee be nominated by the Applicant and one by the Co-applicant.
- Nominated referees from the same institution as the Applicant or Co-applicant will not be accepted.
- Nominated references from the Applicant's former/current supervisor (including PhD supervisor) will not be accepted.
- The referee must not be a member on the assessment panel for this programme or a member of any of the Academies' Councils.
- 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.

### Departmental Support

Under the Departmental Support section, applicants need to input the email addresses of two individuals:

- Head of Department at the UK host organisation.
- Head of Department at the Applicant's overseas host institution.

If the Applicant's Head of Department is also their current supervisor, an alternative referee to supply the Head of Department's statement is required, e.g. Head of School/Faculty.

If the Co-applicant is also the Head of Department at the UK organisation, an alternative referee to supply the Head of Department's statement is required e.g. Deputy Head of Department or Head of School.

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

All reference statements must be completed via e-GAP no later than 5 working days after the round deadline (i.e. the reference deadline is on 21 September 2016). Late references will not be accepted.

**Any application with insufficient references will be rejected. It is the Applicant and Co-applicant's responsibility to ensure that all references are submitted via e-GAP by the reference deadline.** Before submitting your application, check that the individual's listed in the Departmental

support and Nominated Referees sections are available and willing to provide references by 21 September 2016.

Once an application has been submitted, Applicants are able to check whether references have been submitted by viewing their application summary via e-GAP.

### **Eligible Costs**

The award will be paid to the UK institution in the first instance. Both applicants need to identify the most efficient method to transfer the funds to the overseas institution. Payments of up to £37,000 are made at the beginning of each year of the award. Payments for year 2 and 3 will be processed on receipt of a satisfactory annual report. The maximum award value cannot exceed £111,000 for the three-year period. Please note that the fellowship does not provide overhead costs or administrative fees.

- Research support may be used to pay for:
  - Publication costs (not more than £1,000 per year);
  - Salary contributions of overseas research staff/assistants (not more than £3,000 per year).
  - The cost for organising a conference, workshop or seminar (not more than £3,000 per year).
- Travel expenses can be used to pay for:
  - The cost of travel, subsistence and visas for the overseas applicant and their research group, including PhD students. They may also be used for the UK co-applicant and experienced postdoctoral researchers in their group travelling to partner countries to transfer skills or provide training. It may not be used to support travel and subsistence for UK PhD students.

### **Timing**

Fellowships must start March 2017. The fellowships are for a continuous period of one, two or three years.

### **Assessment criteria**

Successful applications should be strong in all respects but the assessment panel will give consideration to:

- Whether the proposed project will support training and development of the overseas researcher and transfer of new skills to the applicant's research group.
- The quality of the science, the proposed research project and the track record of the overseas applicant and the UK co-applicant in the area of proposed research.
- The expected benefits for the career development of the Applicant.
- Evidence that the Fellowship will lead to a long-term collaboration beyond the tenure of the award.
- The additional benefits for the UK-based Co-applicant and host organisation.

## 2. Completion of application

### Using e-GAP

Applications can only be submitted online using the Royal Society's electronic Grant Application and Processing (e-GAP) system via <https://e-gap.royalsociety.org>. If you have not previously used e-GAP, please follow the registration process from the e-GAP homepage. Paper-based applications will not be accepted.

Before completing the online form, all Applicants should check that they meet the eligibility requirements and ensure all necessary information is presented in the application. These requirements are strictly adhered to and applications without all necessary information, or evidence to show the assessment criteria are met, will be rejected.

**All applications must be submitted via e-GAP to the UK host organisation for approval and must be approved via e-GAP before they are accepted as complete. Please note that the approving department of the UK host organisation is a central university department. Please allow them at least 5 working days before the official round deadline to authorise and submit your application on e-GAP. Applications not approved before the deadline will be deleted after the closing date. Late applications will not be accepted.**

### Important information – to be read before starting an application

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

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

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

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

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

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

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

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

**Email addresses:** e-GAP relies on automatic email contact. It is therefore essential that you enter email addresses accurately throughout. When you enter an email address into e-GAP, it will create a new account if that address has not been seen before, even if the referee already has an account under a different address. Therefore please check which email login referees may already be using for e-GAP, to avoid creating multiple accounts. It is the Applicant's responsibility to ensure that the host organisation approver, Heads of Department and referees have all been contacted. The Royal Society will not be held responsible for automated emails that are not received due to address errors or spam filters.

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

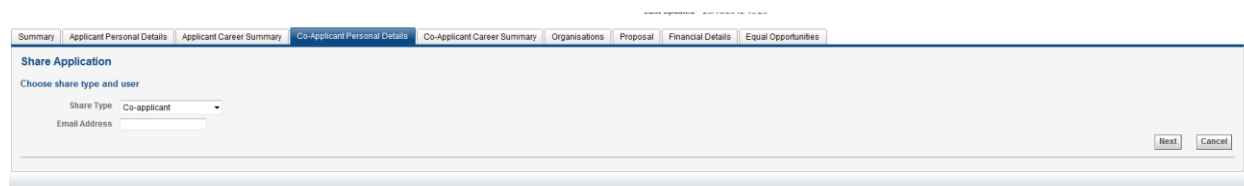
- a) The email address supplied is incorrect and therefore any correspondence sent will not reach the intended recipient.**
- b) Occasionally, emails from e-gap are diverted through spam filter into junk folders.**

As a result, if the automatic email sent to the Heads of Departments and referees containing instructions for supplying references through e-gap is not received, it is advised that you double check the accuracy of the email address supplied and/or instruct them to check spam/junk folders. Alternatively you may need to supply alternative email addresses for us to contact them on.

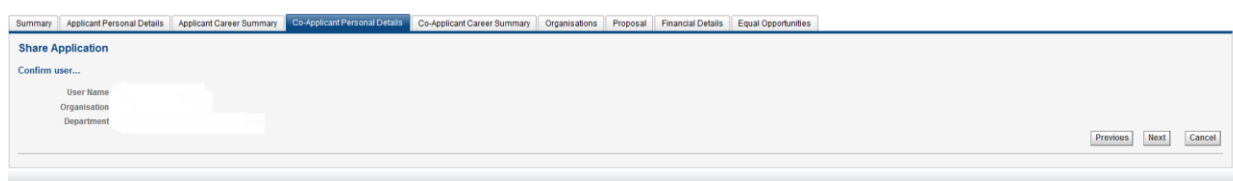
**Tracking progress:** You can track the progress of your application through the submission and review processes by going into your e-GAP account, selecting 'My Applications' and then 'Manage Application' for the application in question.

**Adding and viewing Co-applicants:** All applications **must** be commenced by the overseas Applicant. The UK partner will be considered as the Co-applicant. To add a Co-applicant please follow the below instructions:

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



and then click "Next" on the next screen.





- On the following screen, you can control the permission level that the Co-applicant may have on your application form. Please select appropriately and then click the “Finish” button.

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

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

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

- Once the Co-applicant is added, they then may view the application in their e-GAP account under “My applications” on the home screen. Depending upon the permission level set, they may be able to view and edit the application form. When no permission is given, the Co-applicant would only be able to view the Summary tab and their Equal Opportunities tab. We suggest that the Co-applicant is given permission to view and edit the two Co-applicant tabs, and at least be given permission to view the proposal tab. If the Co-applicant is given viewing and/or editing permissions then they would only be able to see their own information.
- We strongly advise Applicants to coordinate the input of information on their application form on e-GAP so that only one user edits the application at a time to prevent the loss of information or the corruption of the application form.**

If your Co-applicant is having trouble accessing their e-GAP account then you may send them Appendix 1, highlighting the information that is required from them. Failing this you may enter this information on their behalf on the e-GAP application form. We would request that you send a PDF version of the completed form before submission to your Co-applicant, to ensure the correct information has been provided.

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

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

## The Application Form

Applications must be commenced in the Applicant’s e-GAP account.

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

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

- Summary**
- Applicant Personal Details (overseas Applicant)**
- Applicant Career Summary (overseas Applicant)**
- Co-applicant Personal Details (UK-based Co-applicant)**
- Co-applicant Career Summary (UK-based Co-applicant)**
- Organisations (UK host organisation)**
- Proposal**
- Financial Details**
- Nominated Referees**
- HoD Statement**
- Equal Opportunities**

A full list of application fields can be found below.

Once you have started your application the status will be shown, e.g. draft incomplete or draft complete (when all mandatory fields are complete) / submitted (to UK host organisation) / approved (authorised by UK host organisation and submitted for consideration).

### Completing the e-GAP form

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

<b>Summary</b>	
<b>Summary table</b>	When your application form is complete, all sections on this table will have a green tick. Once all sections have been completed, a “Submit” button will appear, and you will then be able to submit your application.

<b>Applicant Personal Details</b>	
<b>This section should be completed by the overseas - based Applicant.</b>	
Title, names, address, country, etc.	Take care to complete this accurately. Errors in this section can cause difficulties in processing your application.
Nationality	Please add your nationality. To add more than one nationality, please use the 'Add' button again. <b>Please note that this is a mandatory field.</b>
Email	It is important to commence an application using the email address login that you wish all correspondence to be sent to for the duration of the application process.
Telephone number	Please enter your work telephone number, including the international code.
Fax number	If applicable, please enter your fax number including the international code.
Abstract	Please provide an abstract or brief description of your proposed project, avoiding specialist terminology. Maximum 1,500 characters, including spaces.

<b>Applicant Career Summary</b>	
Statement of qualifications and career	<p>Please list <b>all</b> your posts and the dates in reverse chronological order, including awards and prizes. Please also include qualifications and dates obtained. 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 also provide full details of any career breaks (for example maternity/paternity or sick leave), including dates.</p> <p>To add a position please select 'Add Qualification' highlighted in blue and a window will appear to add one position at a time. Please include start and end date in the 'qualification date' field. In the 'description' field please include the position title and institution.</p>
Field of specialisation	Please type in your field of specialisation. (Maximum 200 characters, including spaces.)
Publications	<p>Please provide details of authors (please include the full list of authors), titles and references of up to a maximum of five of the best publications in refereed journals, in reverse chronological order within the last 10 years. The applicant should choose not only the best but also those most relevant to the application to support your case. (Maximum 1,500 characters, including spaces)</p> <p><b><u>Please note: Applicants must provide their top 5 papers in the last 10 years. The office will remove any additional publications from the application prior to application assessment.</u></b></p>
Subject Group	Please select from the drop-down menu.

Subject	Please select from the drop-down menu.
Present research	Please provide an outline summary of your present research. (Maximum 1,500 characters, including spaces.)
Present Position	State your current position title.
Present Employer	State the organisation name of your current employer. Please enter the official name.
Present Department	State your current department (e.g. Department of Astrophysics).
Present position start and end dates	State when your present position started and is expected to finish. If the end date is not applicable, please enter an estimated date of retirement.
PhD Awarded Date	Please enter the date that you were awarded your PhD. If you have not received your PhD, please enter your expected completion date.
Current Funding Description	Please provide information on any current funding. (Maximum 1,000 characters, including spaces.)
Previous Support Description	Please provide information on any awards received during the last two years. (Maximum 1,000 characters, including spaces.)
Where did you hear about this scheme?	Please select from the drop-down menu.
PhD Institution	State the name of the institution where you were awarded or are completing your PhD.
PhD Country	State the country in which you were awarded or will be awarded your PhD

<b>Co-applicant Personal Details</b> (i.e. UK-based Co-applicant)	
<p><b>This section should be completed by the UK-based Co-applicant. Please note that in order for your Co-applicant to have access to the application form to complete the Co-applicant sections, they must also have an e-GAP user account and you must share the application with them. To share the application, on the 'Co-applicant Personal Details' tab click 'Add Co-applicant', enter the Co-applicant's e-GAP email login and then click 'Next'. You must confirm their details and then click 'Next'. You must then tick the sections of the application that your Co-applicant needs to view or edit. It is essential for them to have access to the 'Co-applicant Personal Details' and 'Co-applicant Career Summary' sections, as well as the 'Proposal' section. It is up to you whether to allow them access to other sections.</b></p>	
Title, names, address, etc.	Take care to complete this accurately. Errors in this section can cause difficulties in processing the application.
Nationality	Please add the UK sponsor's nationality. To add more than one nationality, please use the 'Add' button again. <b>Please note that this is a mandatory field.</b>

Email	Enter the Co-applicant's email address. It is important that this is accurate.
Telephone number	Please enter your Co-applicant's work telephone number, including the international code.
Fax number	If applicable, please enter your Co-applicant's fax number including the international code.

<b>Co-applicant Career Summary</b> (i.e. UK-based Co-applicant's career summary)	
<p><b>This section should be completed by the UK-based Co-applicant. Please note that in order for your Co-applicant to have access to the application form to complete the Co-applicant sections, they must also have an e-GAP user account and you must share the application with them. To share the application, on the 'Co-applicant Personal Details' tab click 'Add Co-applicant', enter the Co-applicant's e-GAP email login and then click 'Next'. You must confirm their details and then click 'Next'. You must then tick the sections of the application that your Co-applicant needs to view or edit. It is essential for them to have access to the 'Co-applicant Personal Details' and 'Co-applicant Career Summary' sections, as well as the 'Proposal' section. It is up to you whether to allow them access to other sections.</b></p>	
Statement of qualifications and career	<p>Please list all positions held over the previous 5 years and the dates in reverse chronological order. The depth of information the Co-applicant provides is up to them, but this will represent the Co-applicant under assessment and so it is worth including as much evidence for their academic merit as possible.</p> <p>To add a position please select 'Add Qualification' highlighted in blue and a window will appear to add one position at a time. Please include start and end date in the 'qualification date' field. In the 'description' field please include the position title and institution.</p>
Field of specialisation	Please type in the Co-applicant's field of specialisation. (Maximum 200 characters, including spaces)
Publications	Please provide details of authors (please include the full list of authors), titles and references of up to five of the UK sponsor's best publications in refereed journals, in reverse chronological order. The Co-applicant should choose not only the best but also those most relevant to the application to support your case. (Maximum 1,500 characters, including spaces)
Subject Group	Please select from the drop-down menu.
Subject	Please select from the drop-down menu.
Present research	Please provide an outline summary of the Co-applicant's present research. (Maximum 1,500 characters, including spaces)
Present Position	State the Co-applicant's current position title.
Present Employer	State the organisation name of the Co-applicant's current employer. Please enter the official name.
Present Department	State the Co-applicant's current department (e.g. Department of Astrophysics).

Present position start and end dates	State when the Co-applicant's present position started and is expected to finish. If the UK sponsor has a permanent position and hence the end date is not applicable, please enter an estimated date of retirement.
PhD Awarded Date	Please enter the date that the Co-applicant was awarded their PhD.
Current Funding Description	Please provide information on any current funding. Maximum 1,000 characters, including spaces
Previous Support Description	Please provide information on any awards received during the last two years. Maximum 1,000 characters, including spaces

<b>Organisations</b>	
Host organisation	<p>This section allows you to choose the UK host organisation from the list of eligible institutes; you must select the organisation which employs your UK-based Co-applicant.</p> <ul style="list-style-type: none"> <li>• If your Co-applicant's UK host organisation is not listed please contact us for assistance; it can take a few days to check the eligibility of a new institution and to set up a new institution so act quickly if the deadline is approaching. Please check the eligibility requirements to ensure the UK host organisation is eligible.</li> <li>• When you submit your application, the UK host organisational approver will be emailed to notify them your application is awaiting their authorisation. We strongly advise that you contact them before submitting, especially if: <ul style="list-style-type: none"> <li>○ you are applying less than 5 days before the deadline</li> <li>○ your application has not been approved within 5 days of the deadline</li> </ul> </li> <li>• It is the Applicant's responsibility to ensure the application is approved before the round' deadline of 14 September 2016.</li> </ul>

<b>Proposal</b>	
Subject group and subject	Please select the group that most closely reflects your proposed area of research as this will enable us to allocate you to the correct selection panel, and then a more specific subject.
Project title	Give the full title of your proposed project. (Maximum 200 characters including spaces.)
Start and End Dates	State the start and end dates of the proposed project. The research must be for continuous up to three-year duration. Please note that Fellowships must commence March 2017.
Research Proposal <b>(Upload option)</b>	<p>Please provide a general description of the proposed research to be carried out. This should include, but is not limited to, the following:</p> <ul style="list-style-type: none"> <li>• clear specification of the context and research objectives of the proposed study.</li> <li>• description of the methodology to be used.</li> <li>• a realistic research programme, describing the activities that will take place, and explaining how they will contribute to the achievement of the research objectives.</li> <li>• The inclusion of citations is not mandatory, but if included would need to be within the maximum character limit.</li> </ul>

	(Maximum 10,000 characters including spaces.) Should you need to include Figures, you could upload a PDF attachment of no more than 5 pages. Should you want to upload the document, please do not use text size smaller than Arial 10 and ensure that the PDF document is not more than 3MB. Applicants are requested to make sure uploaded PDF documents are unlocked. For further information please refer to the <a href="#">Uploading PDF documents</a> section.
Previous Contact	Please provide details of any previous contact with the UK-based Co-applicant and indicate whether you have met them personally.
Potential Applications	Please provide details of potential applications that you have submitted or will be submitting for other Fellowships.
Outline of Data Management and Data Sharing Plan	<p>The Royal Society and Academy of Medical Sciences supports science as an open enterprise, and are committed to ensuring that data outputs from research supported by the Academies are made publically available in a managed and responsible manner, with as few restrictions as possible. Data outputs should be deposited in an appropriate, recognised, publically available repository, so that others can verify and build upon the data, which is of public interest. To fully realise the benefits of publically available data they should be made intelligently open by fulfilling the requirements of being discoverable, accessible, intelligible, assessable and reusable.</p> <p>The Royal Society and Academy of Medical Sciences do 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 their approach for data management and sharing, applicants should consider the following:</p> <ul style="list-style-type: none"> <li>• What data outputs will be generated by the research that are of value to the public?</li> <li>• Where and when will you make the data available?</li> <li>• How will others be able to access the data?</li> <li>• 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?</li> <li>• 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.</li> <li>• How will datasets be preserved to ensure they are of long-term benefit?</li> </ul> <p>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. (max 1500 characters)</p>
Comply with Policy on use of Non-Human Primates	Please confirm that the project will comply with the 'Guidelines on primate accommodation, care and use' which the Royal Society has signed up to ( <a href="http://www.nc3rs.org.uk/page.asp?id=277">http://www.nc3rs.org.uk/page.asp?id=277</a> ). If this is relevant to your work you <b>must</b> read the guidelines before you tick either of the boxes.
Use of Animals in Research	The Royal Society and the Academy of Medical Sciences are committed to supporting the development of alternative methods to reduce and/or replace the use of animals in research, and are signatories of the Concordat on Openness on Animal Research, committing to being open about when, how and why animals are used in the projects we fund. Applicants proposing to use animals in their research must ensure that the use of animals falls within the regulations

	<p>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 <a href="#">3Rs</a> when designing and conducting experiments on animals.</p> <p><b>Applicants who intend to involve the use of animals as part of their research proposal are required to complete a supplementary form, which will be attached to your research proposal. Please contact the office for further information.</b></p> <p>You will be asked to explain and justify the use of animals involved in the proposed research and outline the measures in place to ensure openness about their use. Where non-human primates, cats, dogs, pigs or equines are used, this information may be sent to the National Centre for the Replacement Refinement &amp; Reduction of Animals in Research (NC3Rs) for review.</p>
Ethical permission	<p>Any application for a project involving human 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 in English.</p> <p>Please upload any mandatory documents of permission by clicking on the small grey box containing 3 dots, and selecting your certificate/letter of permission. These should be PDF files with portrait orientation A4.</p>
Field Research Overseas – permission	<p>Has local support been assured by way of permission from the government concerned to travel to and work in the country?</p> <p>Please upload any mandatory documents of permission using the field document facility and enter 'see attachment(s)' in the text box. Leave blank if not applicable. (Maximum 2,000 characters, including spaces).</p>
Proficient in reading, writing & speaking English	<p>Please provide your standard of English for each of the three categories. Please use the terms bilingual/fluent/good/moderate/basic to describe your knowledge of English in reading, writing, speaking.</p>
Benefits to individuals/institutions	<p>Describe clearly the planned outcomes and any potential benefits that will result from the proposed collaboration for the Applicant, Co-applicant and the respective groups and institutions. Please comment on how the award will benefit the career development of the Applicant and contribute to the transfer of knowledge and research capabilities, the added value of the collaboration, and any intentions for sustaining the partnership in the longer term. (Maximum 2,000 characters including spaces.)</p>
Benefits to UK	<p>Describe any potential benefits to the UK and UK research that will result from the proposed Fellowship (Maximum 1,000 characters, including spaces).</p>
Benefits to Overseas Country	<p>Describe any potential benefits to the overseas country and/or country of origin that will result from the proposed fellowship, especially how the research will contribute to the development of a well-trained research community, and how it will contribute to advancing economic development and social welfare of the country through enhanced research and innovation capacity to benefit the wider society (Maximum 2,000 characters, including spaces).</p>



Multidisciplinary proposal	Please indicate whether your proposal covers more than one of the following subject groups: physical sciences; biological sciences; humanities or social science. If so, please indicate which subject groups it covers, e.g. 'My proposal covers biological sciences and social science.' Please enter N/A if your proposal falls within one subject group only.
Training programme ( <u>Upload option</u> )	<p>A training programme must be included as part of the application. This is a requirement of the scheme and the Newton Fund.</p> <p>It is expected that the fellowship will address specific gaps relevant to the applicant's own development and that of their research group. It is advised that the applicant undertakes a thorough skills gap analysis to identify the training required.</p> <p>Within the text field of the application form please provide the overall summary of the proposed training programme (max 10,000 characters including spaces), outlining which training modules will be performed at the Applicant's institution or performed in the UK. Alternatively you could upload the training programme as a PDF file.</p> <p>Should you upload a PDF file, please remember to put the title 'Training Programme' at the top of the document. <b>Do not exceed 5 pages of A4 sized paper (portrait orientation) or equivalent.</b> Please do not use text size smaller than Arial 10 and ensure that the PDF document is not more than 3MB. Applicants are requested to make sure uploaded PDF documents are unlocked. For further information please refer to the <a href="#">Uploading PDF documents</a> section.</p>

<b>Financial details</b>	
<b>Financial details</b>	<p>Please provide details of funding in the relevant text boxes.</p> <p><b>Please note that all fields in this section are mandatory so in the case where a justification text box is not applicable to your application please enter 'n/a' for e-GAP to recognise the section as being complete. Please do not use '£' signs in the amount boxes.</b></p> <p>Maximum Grant - an Applicant can request up to £111,000 (including VAT) over a three-year award period (or a maximum of £37,000 per year).</p> <ul style="list-style-type: none"> <li>• Please provide details of the funding required for each year of the Fellowship under the relevant headings. Newton Advanced Fellowships are tenable for to three years.</li> <li>• Salary top-up: The annual amount is capped at £5,000. Please indicate how the top-up would be included in the basic salary.</li> <li>• Travel &amp; Subsistence: The annual subsistence rate is fixed at £12,000. This includes cost of travel, subsistence and visas for the overseas applicant and their research group, including PhD students. They may also be used for the UK co-applicant and experienced postdoctoral researchers in their group travelling to partner countries to transfer skills or provide training. It may not be used to support travel and subsistence for UK PhD students. Visits to the UK can be up to three months (total) per year during the course of the fellowship.</li> </ul>

	<ul style="list-style-type: none"> <li>• Research support: Newton Advanced Fellows are entitled to apply for up to £15,000 per annum which can be spent on: equipment, consumables, travel within the UK or internationally (if related to conducting fieldwork or attending conferences) or a PhD studentship (excluding fees). Costs of organising conferences, workshops or seminars for the purposes of disseminating your research must be limited to £3,000 per year. In the case of organising conferences, workshops, or seminars, only the cost of venue hire, materials and website and printed publications. Publication costs limited to £1,000 per year and salary contributions of research staff/assistants limited to £3,000 per year are eligible for support.</li> <li>• Training support: Up to £5,000 can be requested for training purposes. The training modules could take place either at the host institution of the Newton Advanced Fellow or at the UK institution. Costs for materials, venues, access to equipment, and consumables directly incurred through the training activity are covered. Any travel of trainers or participants should be covered by travel budget. Consultancy or trainer fees are not eligible.</li> </ul>
<b>Sum requested</b>	Please enter the total amount requested (up to £111,000 (including VAT) or a maximum of £37,000 per year is available per award).
<b>Start date</b>	Use dd/mm/yyyy format. The project should begin March 2017. Please note that awards cannot include any completed or ongoing works.
<b>Duration (Years)</b>	Please choose from 1 to 3 years (maximum) from a drop-down menu.
<b>Justification</b>	Please fully justify all claims for funding, especially the requests for Research Costs. (Maximum 2,000 characters, including spaces.)
<b>Financial plan</b>	Provide a financial management plan for the project. This should include proposed financial transferral mechanisms to the overseas institution (maximum 2,000 characters, including spaces).

<b>Nominated referees</b>
<p>Under the Nominated Referees tab, you need to input email addresses of two referees. Statements from two nominated referees are required and these must be submitted by the referees via e-GAP by the reference deadline.</p> <p>The guidelines for choosing a nominated referee are as follows:</p> <ul style="list-style-type: none"> <li>• The primary consideration is that he/she is able to comment independently and authoritatively on your application.</li> <li>• At least one nominated referee must be based in the UK.</li> <li>• It is requested that one referee be nominated by the Applicant and one by the Co-applicant.</li> <li>• Nominated referees from the same institution as the Applicant or Co-applicant will not be accepted.</li> <li>• Nominated references from the Applicant's former supervisor (including PhD supervisor) will not be accepted.</li> <li>• The referee must not be a member on the assessment panel for this Scheme or a member of any of the academies' Councils.</li> </ul>

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

**Applicants need to ensure that all referees are willing and available to provide a reference via e-GAP by the reference deadline before submitting the application. Your referees must be able to supply their statement within 5 working days of the round closing date. References are to be submitted via e-GAP by 21 September 2016 at the very latest.**

The following will render your application ineligible:

- Late references
- Incomplete references
- Failure to nominate at least one UK - based referee
- Reference in a language other than English

Please check which email address the referee would like you to use as they may already be registered on e-GAP. Mistakes may delay the processing of your application.

To add each referee click 'Add Referee' and enter their email address. Check if they are already registered on e-GAP by clicking 'Check Email', and if not, enter their details. You can then select 'Contact Now' to inform them you have added them as a referee. If you select 'Don't Contact', the referee will not be contacted at this stage. However, we strongly advise you to select 'Contact Now' to inform them you have added them as a referee. You must click 'Save' after making your selections to ensure that you have added your referees correctly.

Please pay particular attention to ensure you give the **correct email address** of any referee in the application.

If you clicked on 'Don't Contact' when adding a referee, on approval of the application the referee will automatically be contacted by email to request the reference via the e-GAP system.

No provision is made for non-receipt of these automatic emails; please check the referee has been contacted and is able to log on to the Royal Society's e-GAP system. The Royal Society will not be held responsible for automated emails that are not received due to address errors or spam filters.

Please keep your referees updated on the progress of your application.

**You should send your referees a copy of your application and Appendix 2** (page 23 of these notes), and advise them that the reference must be submitted via e-GAP and that the reference will not be accepted in any other format.

**It is the Applicant's responsibility to ensure that referees' statements are submitted in time.**

### **Departmental support**

Under the Departmental Support tab, you need to input the email addresses of the following two different people:

- 1) Head of Department at the Co-applicant's UK host organisation.
- 2) Head of Department at the Applicant's overseas host organisation.

If the Applicant's Head of Department is also their current supervisor, an alternative referee is required to supply the reference, e.g. Head of School or Head of Faculty.

If the UK Co-applicant is also the Head of Department at the UK organisation, an alternative referee is required to supply the reference, e.g. Deputy Head or Head of School.

Statements will be requested from the two different names listed in the section. The statements must be submitted by them via e-GAP.

**Applicants need to ensure that all referees are willing and available to provide a reference via e-GAP by the reference deadline before submitting the application. Your statement providers must be able to supply their statement within 5 working days of the round closing date. Statements are to be submitted via e-GAP by 21 September 2016, at the very latest. It is the Applicant's responsibility to ensure all references and statements are submitted in time. Late references will not be accepted. Incomplete references or references not provided by all of the four stated academics will mean that an application will be deemed to be ineligible. 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.**

Please check which email address the referee/statement provider would like you to use as they may already be registered on the e-GAP. Mistakes may delay the processing of your application.

To add a statement provider click 'Add HoD' and enter their email address. Check if they are already registered on e-GAP by clicking 'Check Email', and if not, enter their details. You can then select 'Contact Now' to inform them you have added them as a referee. If you select 'Don't Contact', the referee will not be contacted at this stage. We strongly advise you to select 'Contact Now' to inform them you have added them as a referee. You must click 'Save' after making your selections to ensure that you have added your referees correctly.

Please pay particular attention to ensure you give the **correct email address** of any referee or statement provider in the application. If you clicked on 'Don't Contact' when adding an individual, on approval of the application the referee will automatically be contacted by email to request the reference via the e-GAP system.

No provision is made for non-receipt of these automatic emails; please check the referee/statement provider has been contacted and is able to log-in to the Royal Society's e-GAP system. The Royal Society will not be held responsible for automated emails that are not received due to address errors or spam filters.

**You should send your referees a copy of your application and Appendix 2** (page 24 of these notes), and advise them that the reference must be submitted via e-GAP and that the reference will not be accepted in any other format.

**It is the Applicant's responsibility to ensure that referees' statements are submitted in time in accordance to the guidelines.**

**Diversity Monitoring**

<b>Diversity Monitoring</b>	<p>The Royal Society and Academy of Medical Sciences 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 Data Protection Act and will not be used for any purpose other than analysis of our activities.</p> <p>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.</p> <p>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.</p> <p>Please note, that where an application contains applicant and co-applicant(s) details, all applicants will be expected to complete the diversity monitoring form.</p> <p>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.</p>
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**Uploading PDF documents:** When uploading PDFs, add your name and a heading to the top of every page. Please ensure that there are no security settings activated on uploaded PDFs and avoid uploading documents containing illustrations with fine details or colour, as this can cause problems when creating a PDF of the application. Please note we will only print applications in black and white.

### **Submission process**

- Once the e-GAP application form is complete, you are strongly advised to create a PDF version of it and check it thoroughly (including email addresses) before submitting it for approval by the UK host organisation.
- Once you have submitted your application for approval, an automatic email will be sent to the approving department at your Co-applicant's host organisation asking them to log on to the system. You will not be able to edit your application after it has been submitted for approval. The approver will either: approve and submit your application; contact you to request modifications; or decline your application and contact you.
- It is your responsibility to ensure that you complete your application in time for the UK host organisation to process it (including requesting changes) and provide their approval by the round closing date. We recommend that you allow at least 5 working days for this process.
- If your host organisation approver requests modifications through the e-GAP email facility, they can unlock your application, allowing you to edit it. Once you have completed the requested changes, please re-submit your application for approval. Please also contact your Co-applicant and alert them to the changes.

- Once the UK host organisation has approved your application and submitted it to the Royal Society it will not be possible to make any changes.
- Once the closing date has passed, host organisations cannot approve applications and submit them to the Royal Society, and unapproved applications will not be considered for funding. No late applications will be accepted.
- When your application has been approved, and you did not click on 'Contact Now' when completing your application, those detailed in the Nominated Referee and Departmental Support sections will receive automated emails requesting them to provide their statements/references on e-GAP. These references should be submitted by 21 September 2016 at the latest. **It is the Applicant's responsibility to ensure the all references and statements as outlined in these notes are submitted by the reference deadline.**
- We recommend that you check that your application and references are submitted on time. To see details of the host organisation approver and to check the submission status of your application and references, log into e-GAP and click on the link to the Application Summary.
- See Appendix 3 for a flow diagram of the application process.

## 5. Other sections/buttons

- Information - you can download the scheme notes, conditions of award or other supporting documents here.
- Submit for approval - once all sections have been completed the 'Submit' button will appear, please check through your application carefully before submitting.
- Offers - this will only become active if your application is successful and you have been offered an award.
- Share application - you can use this button to allow others to view your application through their e-GAP<sup>2</sup> accounts by providing the email address they use as their log-in.
- Delete/recover application - if you decide not to apply you can use this to delete your application, once deleted you can recover your application for up to 7 days after the time of deletion.

## 6. Hints and tips

The Scheme is competitive and as such it is important to make the best case for your application. You should:

- Include all relevant information and supporting arguments in the application; the application stands alone and there is no opportunity for reconsideration on further evidence after assessments have been made. **Please also note that extra information cannot be added to applications once they have been approved by the UK host organisation.**
- Pay close attention to the assessment criteria to ensure you are providing the necessary information to show how your application meets these.
- Present your application clearly. In addition to an excellent research proposal, demonstrating evidence of good planning, financial responsibility and measurable outcomes are very important.

## 7. Check list

Please use the following check list to ensure that you have completed all stages of the application process by the relevant deadlines:

1. Complete e-GAP application form at least one week before the closing date.
2. Before submitting your application, check that those individuals listed in the Departmental support and Nominated Referees sections are available and willing to provide references by 21 September 2016
3. Submit application to UK host organisation approver via e-GAP at least 5 working days before the round closing date.
4. Check that the UK host organisation approver has approved your application by 14 September 2016.
5. Send copies of your application and Appendix 2 ('Instructions for Statement Providers and Referees') to those individuals listed in the Departmental support and Nominated Referee sections.
6. Check that those detailed in the Departmental support and Nominated Referees sections have completed their references by 21 September 2016. You can view the status of the references on the application summary in your e-GAP account.

## 8. Enquiries

Any 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 or the 'Questions' page on the website:

Newton Advanced Fellowships  
6-9 Carlton House Terrace  
London SW1Y 5AG

**Email:** [newtonadvancedfellowships@royalsociety.org](mailto:newtonadvancedfellowships@royalsociety.org)

**Tel:** +44 (0)20 7451 2262

## Appendix 1: Full application data:

Character limits are given in brackets and include spaces.

<p><b>APPLICANT PERSONAL DETAILS</b>  Title  First Name  Surname  Address  Country  Nationality  Email  Telephone  Fax  Abstract (max 1,500 characters)</p> <p><b>APPLICANT CAREER SUMMARY</b>  Statement of qualifications and career  Field of specialisation (max 200 characters)  List of publications (max 1,500 characters)  Subject Group  Subject  Present research (max 1,500 characters)  Present Position  Present Employer  Present Department  Present Position start date and end date  PhD Awarded Date (or expected if not yet received)  Current Support (max 1,000 characters)  Previous Support (max 1,000 characters)  PhD Institution  PhD Country  Where have you heard about this scheme?</p> <p><b>CO-APPLICANT PERSONAL DETAILS</b>  Title  First Name  Surname  Address  Nationality  Email  Telephone  Fax</p> <p><b>CO-APPLICANT CAREER SUMMARY</b>  Statement of qualifications and career  Field of specialisation (200 characters)  List of publications (1,500 characters)  Subject Group  Subject  Present research (1,500 characters)  Present Position  Present Employer  Present Department  Present Position start date and end date  PhD Awarded Date  Current Funding (max 1,000 characters)  <b>Previous Support (max 1,000 characters)</b></p>	<p><b>ORGANISATION</b>  Please select Co-applicants host organisation</p> <p><b>PROPOSED FELLOWSHIP</b>  Subject group  Subject  Title of proposed research (max 200 characters)  Start date/end date/duration  Research Proposal (max 10,000 characters)  Previous contact (max 500 characters)  Potential Applications  Outline of Data Management and Data Sharing Plan  Comply with Policy on use of Animals  Comply with Policy on use of Non-Human Primates  Use of Animals in Research  Ethical Permission  Field Research Overseas permission (max 2,000 characters)  Language details  Benefits to individuals/institutions (max 2,000 characters)  Benefits to the UK (max 1,000 characters)  Benefits to overseas country (max 2,000 characters)  Multidisciplinary proposal  Training Programme (max 10,000 characters)</p> <p><b>FINANCIAL DETAILS</b>  Salary top-up  Travel  Subsistence  Research support  Training support  Start date  Duration of Fellowship  Justification of requested costs (max 2,000 characters)  Financial Plan (max 2,000 characters)  Justification of expenses (max 2,000 characters)</p> <p>NOMINATED REFEREES (max 2,000 characters)  Nominated Referee 1  Nominated Referee 2</p> <p>DEPARTMENTAL SUPPORT (max 5,000 characters)  UK Head of Department  Overseas Head of Department</p> <p>Please supply names, positions and email addresses - referees will be contacted automatically via e-GAP<sup>2</sup></p> <p><b>We recommend that you provide referees with a copy of your application and of the attached guidance for referees.</b></p>
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## Appendix 2

# Guidance for Statement Providers and Referees on e-GAP

If you have been detailed as a statement provider or nominated as a referee by an Applicant for a Newton Advanced Fellowship, this reference should be provided electronically via the Royal Society's e-GAP (electronic Grant Application and Processing) system <https://e-gap.royalsociety.org>.

Once the Applicant has submitted their application you will be contacted by the system requesting your reference. References can be submitted before and up to 5 working days after the round closing deadline. The deadline for the submission of references/statements is **21 September 2016**.

### Obtaining your log in details

Your login details will be dependent on the email address that the Applicant provided for you in their application. If you have never used e-GAP before, an account will have automatically been generated for you using the email address supplied by the Applicant. If you have forgotten your password, do not know your password or are using e-GAP for the first time, click the 'Forgotten Password?' link and enter the email address supplied by the Applicant in the application (Please contact the Applicant directly if you are unsure of the email address provided). An email containing a link to reset your password will be sent to you. Click on the link to set/reset your password. (Knowledge of previous passwords is not required.) Please note that the email link is time limited and will become inactive after 30 minutes of being requested. Therefore please only click on the 'Forgotten Password?' link when you are able to complete the process within 30 minutes.

Please note that your login details can also be used in future for any other tasks and are not just relevant to this reference.

Please note: The email address is the unique identifier on e-GAP, so it is important that you always use the exact same email address that the Applicant has provided in the application when logging on to e-GAP. If you are already registered on e-GAP please advise the Applicant to use the appropriate email address.

### Information required

**You may be asked specific questions related to the application so please log-on and look at the application and the reference form before formulating your response. You may be asked about the Fellowship Applicant and/or the UK-based Co-applicant. You will not be expected to know either or both personally.**

Please note that there will be a size limit imposed on the reference; please check your statement is within the limit. The limits refer to characters, not words, and that the count includes spaces. We recommend that you first type and save the text in a word processor and check the character limit before pasting it into e-GAP. If you exceed specified character limits the system will not allow you to save and submit your reference.

### Using e-GAP

The e-GAP system automatically logs you out after periods of inactivity (typing is not considered activity). Therefore we recommend that you save your work frequently or, preferably, write your reference in a word processor first and then copy the text into e-GAP, using the following instructions:

1. Go to the e-GAP website: <https://e-gap.royalsociety.org/Login.aspx>
2. Enter your email login. If you have never used e-GAP before, an account will have automatically been generated for you using the email address supplied by the Applicant.
3. Enter your password. If you have forgotten your password, or are using e-GAP for the first time, click the 'Forgotten Password?' link and enter your email address (the same one as entered by the Applicant). An email containing a link to reset your password will be sent to you. Please note that the email link is time limited and will become inactive after 30 minutes of being requested.
4. Click on 'Tasks'
5. Click on 'Reference List'
6. Click on 'Provide Reference' (if you would like to view a PDF of the application first, click 'Print Application', or you may view the application form in its original format by clicking on 'View Application' on screen at the top of the reference form).
7. Complete all tabs of the reference form and click on 'Save' at regular intervals as you proceed:
  - For the written reference:
    - For the departmental support providers the character limit is 5,000 characters including spaces. Text will not save if it is over the limit.
    - For the nominated referees the character limit is 2,000 characters including spaces. Text will not save if it is over the limit.
    - References must be written in English. If a reference is not submitted in English, it will not be accepted and may make the application ineligible.
    - Click on 'Save' at regular intervals as you proceed.

Click on 'Save' and then 'Submit' (If the 'Submit' button does not appear, one of the mandatory fields, indicated with \*, has not been completed. Please check all necessary fields are complete and click 'Save' again – the 'Submit' button should then appear.) When you have successfully submitted your reference, you should get an acknowledgement on the screen, in the top left hand corner.

#### **Contacting us:**

If you encounter any other problems with accessing the referee form please contact us using the details below. It is helpful if you can provide the name of the Fellowship Applicant or the UK Sponsor, or either of their email addresses. At least one of these will be given in the reference request email.

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## Appendix 3 Application process

