Newton Advanced Fellowship 2016 Round 2
Scheme Notes - Malaysia

Overview:
This programme is offered under the Newton Fund, which is part of the UK's Official Development Assistance (ODA) commitment.

This programme focuses on mid-career international researchers who have already established (or are in the process of establishing) a research group or research network and already 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 to establish and develop collaborations with the UK with the intention of transferring knowledge and research capabilities to partner countries. For Malaysia, the Newton Advanced Fellowship is for two years, and can provide salary top up, research support, training costs and travel and subsistence.

Objectives of the British Academy Newton Advanced Fellowship:
The British Academy aims to recognise and support mid-career group and network leaders in partner countries to develop their research by linking them with some of the best research groups and networks in the UK. The primary aims of the Newton Advanced Fellowship programme are to:

- Support the development of a well-trained research community who can contribute to advancing the economic development and social welfare of the partner country by transferring new skills and creating new knowledge.
- Strengthen research excellence in partner countries by supporting promising independent, mid-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.

Applicants:
Applicants must have a PhD or equivalent research experience and hold a permanent or fixed-term contract in an eligible university or research institute in a partner country, which must span the duration of the project. Applicants should have not more than 15 years of postdoctoral research experience. Collaborations should focus on a single project involving the Malaysia-based researcher ("the Applicant") and a UK-based researcher ("the Co-applicant"). For further details, please refer to the 'Eligibility details' below.

Eligible Newton Fund Partner Countries:
Researchers in Malaysia, Mexico, and South Africa are the only Newton Fund countries eligible to apply for the Newton Advanced Fellowships in this round of the scheme. Please note, costs differ depending on the country. Please see the separate scheme notes for each country for further information on the funding available.

In addition, Newton Mobility Grants are available for researchers applying from Mexico, South Africa, Turkey, and Vietnam. Please consult the relevant scheme notes for more information about the Newton Mobility Grants scheme.

Subjects Covered:
For Malaysia, these awards will support researchers working in any discipline within the social sciences and the humanities. The remit of the British Academy funding schemes does not include primarily-practice-based

outputs such as musical composition and performance, visual practice, creative writing and film-making. Such outputs would be considered to fall within the British Academy's remit only when they form part of an integrated project of critical or historical significance.

Value:

Please note that the Newton Advanced Fellowship is not offered on a Full Economic Costing basis and does not provide overhead costs to any institution involved.

For Malaysia, the following costs are eligible, with half being provided by the British Academy, and the other half from the Academy of Sciences Malaysia (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 British Academy and ASM cannot exceed £74,000 for a two-year period (or £37,000 per year).

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

Duration of Newton Advanced Fellowships:

Awards are only available for two years.

Transfer of funds:

The British Academy contribution to the award will be paid to the UK institution in the first instance. Both applicants and their employing institutions will need to agree the most efficient arrangements to transfer the relevant funds to the overseas institution. The additional ASM contribution will be paid to the Malaysian institution.

Timing:

The Newton Advanced Fellowships are for a continuous period of 24 months. Newton Advanced Fellowships must start not earlier than 01 March 2017 and not later than 31 March 2017.

Key Dates:

Closing date: 15 September 2016, 17:00 (UK time)
UK Host Institution Application Approval deadline: 16 September 2016, 17:00 (UK time)
References/Head of Department Statements deadline: 22 September 2016, 17:00 (UK time)

Results available: Results of the competition will be confirmed approximately 5-6 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, and read the Frequently Asked Questions on the British Academy's website. If not, please email: newtonfund@britac.ac.uk or call +44 (0) 207 969 5220.

Applicant / Co-Applicant Eligibility:

a) Malaysia-based Applicant

- The Malaysia-based researcher ("the Applicant") must have been awarded a doctorate, or have equivalent research experience at the time of application. Applicants working towards a PhD, or awaiting the outcome of their viva/submission of corrections are **not** eligible to apply.

- Researchers should have no more than 15 years of postdoctoral research experience.

- Applicants **must** be Malaysian citizens and hold a permanent or fixed-term contract in an eligible university or research institute in Malaysia. Applicants who hold a fixed-term contract finishing before the end-date of the grant <u>must secure confirmation through their Head of Department Statement</u> that their contract will be extended to cover the duration of the award if their application is successful.

- Contact between the Malaysian 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 British Academy will not be able to assist in locating a UK collaborator.

- Applications cannot be accepted from researchers in commercial organisations.

- Applicants must be competent in oral and written English.

- The Malaysian applicant's employing organisation must be willing to agree to administer the grant.

b) UK-based Co-applicant

- The Co-applicant must be an established researcher of at least postdoctoral (or equivalent) status. Co-applicants working towards a PhD, or awaiting the outcome of their viva/submission of corrections are not eligible to apply.

- The Co-applicant must hold a permanent or fixed-term contract in a publicly funded UK university or research institute, which includes government research institutes. Co-applicants must demonstrate that they have sufficient tenure in their post to cover the duration of the award. Co-applicants who hold a fixed-term contract finishing before the end-date of the grant <u>must secure confirmation through their Head of Department Statement</u> that their contract will be extended to cover the duration of the award if their application is successful.

- The Co-applicant must make all necessary practical and administrative arrangements for the duration of the Newton Advanced Fellowship.

- The UK based Co-applicant's host organisation must be willing to agree to administer the grant.

- Applications cannot be accepted from private or commercial organisations.

Eligible Activities and Costs:

a) Salary top-up

- The salary top-up is only available to the Malaysian Applicant. The UK-based Co-applicant is not eligible for the salary top-up.

b) Research support

- This covers equipment, consumables, studentships (stipend and sessional fees) and salary contributions for Malaysia-based research staff / assistants, organising conferences, workshops or seminars.

- Costs for computer equipment are only eligible for the Malaysian researcher, and will remain property of the Malaysian researcher's host institution.
- Studentships and salary contributions for research staff / assistants are limited to no more than £5,000 per year. Research staff / assistants on the grants must be based in Malaysia. UK-based research staff / assistants are not eligible for the salary contribution.
- The costs of conferences, workshops or seminars organised by the Applicant and the costs of venue hire, materials, website and printed publications are limited to no more than £7,000 per year. Costs for catering for events must not be excessive. Travel, subsistence and visas for participants and speakers can be included.
- Travel costs for researchers from outside the UK or the Newton Fund partner country are not eligible.
- *Please note:* Administration fees, from the employing institution of the Newton Fund applicant, or the UK Co-applicant, are not eligible under the Newton Advanced Fellowship.

c) Travel and subsistence

- The Newton Advanced Fellowship does not support the applicant to move to the UK for the entire duration of the award, but does support travel and subsistence costs for multiple visits to the UK.
- This covers travel, accommodation and subsistence costs of the international Applicant travelling to the UK and/or the UK Co-applicant travelling to the international partner. In addition, it can cover the travel costs to and from the UK of other members of the Applicant's and Co-applicant's respective research group/network.
- A modest amount of travel related to the Applicant attending conferences for the purposes of disseminating their work or conducting fieldwork in the UK or internationally can also be included.
- All travel must be at economy class.
- *Please note:* We require evidence that you have researched the costs for which you are seeking support; for example, you could include the cost per night of accommodation. Travel costs should be based on the most suitable and economical form of travel. Subsistence costs should reflect the normal rates applied at the host institution/s.

d) Training costs

- Training modules can take place either in the Applicant's country or in the UK. Costs covered include training fees and costs for materials, venues, access to equipment, and consumables directly incurred through the training activity.
- *Please note:* Training and career development is a critical aspect of the Newton Advanced Fellowship, and applicants are encouraged to give full details of their training plans; including what training will be received, how training will be delivered, how the applicant or applicant's research network in the Newton Fund country will benefit, and the cost breakdown.

Payments and Reporting:
The British Academy contribution of the award will be paid to the UK institution in the first instance. Both applicants and their employing institutions must agree the most efficient arrangements to transfer the relevant funds to the overseas institution. Payment of the first year of the agreed award is made at the beginning the award. Payment for the second year is only processed upon receipt of a satisfactory interim report at the end of year 1. The Applicant must provide a final report at the end of the award via the eGAP system. The additional ASM contribution will be paid to the Malaysian institution.

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

One Nominated Referee

- Under the Nominated Referees section, the Applicant needs to enter the email address of one nominated individual. This referee should be able to provide independent, unbiased comment on the field of research and on the Applicant.

- The primary consideration is that he/she is able to comment independently and authoritatively on your application.

- The referee can be based either within or outside the UK.

- Nominated referees from the same institution as the Applicant or Co-applicant will not be accepted.

- The referee must not be a member on the assessment panel for this programme.

- 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.

Two Departmental Support statements

- Under the Departmental Support section, Applicants need to input the email addresses of two individuals, namely:

  - Head of Department at the Co-applicant's UK host institution.
  - Head of Department at the Applicant's Malaysian employing institution.

- The supporting statements must be submitted in English.

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

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

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 by 22 September 2016 17:00 (UK time). Late references will not be accepted. **Applications 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 individuals listed in the Departmental support and Nominated Referees sections are available and willing to provide references by this stipulated deadline.

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

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

- Whether the proposal will support training and development of the Applicant and transfer of new skills to the Applicant's research group / network.

- The expected benefits for the career development of the Applicant.

- The expected benefits to Malaysia, in particular the extent to which the award will contribute to the transfer of knowledge and research capabilities which will contribute to advancing economic development and social welfare of Malaysia.

- The quality of the proposed research project and the track record of the Applicant and the UK Co-applicant in the area of proposed research.

- Evidence that the Newton Advanced Fellowship will lead to a longer - term collaboration beyond the tenure of the award.

Further Funding Opportunities with Newton Fund Partner Countries:

There are other funding opportunities, for other countries, and from other funding bodies under the Newton Fund; please see www.newtonfund.ac.uk for further information.

Guidance on Completion of Application Form

Using e-GAP

Applications can only be submitted online using the British Academy's electronic Grant Application and Processing (e-GAP2) system via https://egap.britac.ac.uk. Applications cannot be submitted on paper. If you have not previously used e-GAP, please follow the registration process from the e-GAP homepage. Applicants should be aware that this application form will be considered by appropriate assessors. The application will be treated as confidential at all times.

When completing your application on e-GAP, it is recommended that you take particular note of the following points:

- *Personal details:* When registered in the e-GAP system, a user has the option to add or update personal information such as contact details, log-in details (including email address and password), interests, research and employment details, at any time. **This does not form part of the specific application form for any individual scheme,** but represents a personal record of your account in the system. It is useful if this information is kept up to date, but it is not essential to the progress of an application.
- *Automatic log-out:* You are advised to save your work regularly to prevent accidental loss of text. In particular you should be aware that 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. Please note that typing and moving between *tabs* within an application is not considered an activity, you need to have pressed the save button or have moved from one *page* to another. It is recommended that you write the text for longer sections in a word processor such as Word and then copy and paste into the text box to avoid being timed out in this way.
- *Multiple sessions:* You should not have multiple browser windows/tabs of your application open at the same time as this may cause information to be lost. Only one user should edit an application at a time, otherwise changes might be lost.
- *Character limits:* When completing boxes that have a restricted length (note that it refers to characters and not words and that the count includes spaces) you should note that if you exceed the specified amount you will not be able to save when you press the save button. You should type the text for the longer-length boxes in a word processor. You will then be able to check the character limit and paste it into e-GAP. You will then still have a copy of the text to return to in the word processor. The character limit applies to text boxes.
- *Plain text:* If entering plain text, please avoid using symbols (such as acute or grave accent, umlaut or cedilla) as some may not be accepted by e-GAP. You should generate and view a PDF of your application to check that the application appears as you want it to by clicking on print application.
- *Email addresses:* The e-GAP system relies heavily on automatic email contact. It is essential that you ensure you enter accurate email addresses where requested as it may cause considerable delay in the submission/processing of your application if any of these are incorrect. You cannot make changes to email addresses after your application has been submitted for approval.
- *Passwords:* If your password has been generated by the e-Gap system, please copy and paste it from the email notification you receive in the log-in screen. Passwords generated by the system can include symbols as well as numbers and letters, and this can cause confusion.
- *Submission:* You will not be able to submit your application until you have completed each section in full. It is your responsibility to ensure that your application is submitted in good time and in sufficient time for it to be approved by the UK host organisation.
  You should submit your application for approval via e-GAP by a designated approver at the UK Co-Applicant's host organisation at least 5 working days before the closing date to allow for the organisation's administrative procedures. Please note that the approving department of the UK host organisation is a central university department. Late applications will not be accepted.
- *Application sharing:* You can let other e-GAP users 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. **If you choose to do this, the sharer needs to click on My Applications once they have logged on to see *your* application.**
- *Application deletion:* You can delete your application at any time although it is often a lot easier to just re-edit your existing application. You will be able to recover a deleted application for a period of 7 days after deletion. After this it will be permanently removed from the system.

- *Application returned for editing:* The approver can return your application to you for further editing see 'Submission of Application' below.
- *Guidance:* In the tables below you will find in the left-hand column each question as set out in the application sections and in the right-hand column useful guidance on its completion.
- *Further clarification:* If any of this advice is unclear, or you need further information, please do not hesitate to seek clarification from the British Academy's International Department (at email: newtonfund@britac.ac.uk ; tel: +44 (0) 207 969 5220)

PLEASE NOTE THAT IT IS ESSENTIAL THAT YOU CREATE A PDF OF YOUR COMPLETED APPLICATION (by clicking 'Print Application'), AND CHECK IT THOROUGHLY, INCLUDING EMAIL ADDRESSES AND UPLOADED PDF FILES, BEFORE SUBMITTING IT FOR APPROVAL BY THE UK HOST ORGANISATION. IT MAY NOT BE POSSIBLE TO RECTIFY MISTAKES IN TIME FOR THE DEADLINE.

ALL FIELDS MARKED WITH AN ASTERISK* ARE MANDATORY

YOU SHOULD NOT HAVE MULTIPLE BROWSER WINDOWS/TABS OF YOUR APPLICATION OPEN AT THE SAME TIME AS THIS MAY CAUSE INFORMATION TO BE LOST. ONLY ONE USER SHOULD EDIT AN APPLICATION AT A TIME, OTHERWISE CHANGES MIGHT BE LOST.

The Application Form

The 'funding schemes' section of e-GAP will show all rounds currently open for application. 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 using the navigation tabs on the e-GAP screen.

Once you have started your application, you can view its status on the 'My Applications' section of e-GAP, e.g. 'Draft Incomplete' or 'Draft Complete' (when all mandatory fields are complete) / 'Submitted' (to UK host organisation for approval) / 'Approved' (approved by UK host organisation and submitted to British Academy for consideration).

In the tables below, each box represents a tab on the e-GAP application form: you will find in the left-hand column the questions within each of these tabs as set out in the application form, and in the right-hand column useful guidance on its completion. Please read these notes carefully as you fill out the form.

SUMMARY

Summary table	When your application form is complete, all sections on this summary table will have a green tick. **A green tick will only appear when all the mandatory fields in that section have been completed.** All mandatory fields are marked with an asterisk '*'. Only then will a 'Submit' button appear for you to be able to submit your application. Please note: due to a technicality in the system, the co-applicant section will have a green tick even when incomplete. Please manually check that these sections have been completed before submitting your application.

SUBJECTS

Primary and secondary subjects *	Please select a Subject Group from the drop down menu
Subject	Please select all relevant subjects from the list provided. This can only be done once the 'Subject Group' has been selected Please bear in mind: the Academy's choice of assessor is directly related to the primary subject selected.

CLASSIFICATIONS

Classifications	Time periods and regional interests: please select the time period(s) and regions of the world most relevant to the topic of your research. Audiences: if your research is of particular relevance to more than an academic audience, such as policymakers or more general audiences, please specify here. This information will help inform the Academy's choice of assessor for your application.

APPLICANT PERSONAL DETAILS

This section should be completed by the overseas-based Applicant	
Title, Names, Address, Email address etc. *	Please take care to complete this accurately. Errors in this section can cause difficulties in the processing of your application. 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.
Place of Ordinary Residence *	Please enter the country in which your present employing institution is based- note this must be in an eligible country under the Newton Fund.
Nationality *	Please add your nationality. To add more than one nationality, please use the 'Add' button again. Please note that this is a mandatory field.
Co-Applicant *	Please enter here the name of the academic based in a UK host institution, who will be added as the Co-applicant to the application. There must only be ONE Co-applicant per application. Other participants, whose involvement does not equate to being a 'Co-applicant', should be named in the relevant section (other participants) on the Proposal tab. Please note: your Co-applicant will need to be registered in the e-Gap system before you begin your application.

APPLICANT CAREER SUMMARY

Statement of qualifications and career * Please click 'Add Qualification' to add each appointment or qualification	Please give details of all appointments and qualifications in reverse chronological order. Please also provide details of any significant career breaks (for example maternity or sick leave), including dates. Please include start and end dates in the 'Qualification date' field. Please include the position title and institution in the 'description' field.

	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.
Present Appointment, Employing Institution, Department, Salary and Dates*	Please note that the "Present Employing Institution" must be in an eligible country under the Newton Fund, and you should be employed by this institution for the duration of the award. Please state when your present appointment started and is expected to finish. Please note: Applicants/Co-applicants who hold a fixed-term contract finishing before the end-date of the grant must secure confirmation through their Head of Department Statement that their contract will be extended to cover the duration of the award if their application is successful. If an end date is not applicable as you are in a permanent position, please leave the end date blank and choose 'yes' in response to question 'Is this position permanent?'
Personal Statement	Applicants are invited to include any information relating to their professional career which they wish to be taken into account in assessing this application. This field can also be used to explain any career breaks, part-time contracts, or eligibility for applicants who do not possess a PhD but may have equivalent research experience. Applicants who are not nationals of the countries from which they are applying should explain what ties they have to the country and whether these ties are of long duration. *This is an optional field and the limit is 1500 characters including spaces.*
PhD confirmation *	Applicants working towards a PhD, or awaiting the outcome of their viva/submission of corrections are not eligible to apply. Please therefore confirm that you have a PhD by answering yes. If you are an established scholar with relevant equivalent experience, but no doctorate, please select 'no' and indicate in the 'personal statement' field why you should be eligible for consideration. Please also include start and end dates in the 'PhD Awarded Date' field.
Publications *	Please list principal and/or relevant publications (to a maximum of six) in reverse chronological order. You should choose not only the best but also those most relevant to the application to support your case. You can also upload as a PDF file a full list of your publications.
Previous support	Please give details of any research funding received within the last five years, including current funding. Please provide dates, title/description, source, and amount awarded. **Please note** duplicate applications for the same purpose to more than one British Academy scheme will not be accepted. An application will not be eligible for consideration if there is a report outstanding on any previous research grant awarded by the British Academy to the Applicant.
Where did you hear about this scheme?	Please indicate where you heard about this scheme.

ORGANISATIONS

PLEASE NOTE: "organisation" refers to the host institution which employs your UK-based Co-applicant

IF AN APPLICATION HAS NOT BEEN APPROVED BY THE APPROVAL DEADLINE IT WILL NOT BE ELIGIBLE FOR CONSIDERATION

Organisations * **PLEASE BE AWARE: It is your responsibility to ensure that you complete your application in time for the UK host organisation to process it and provide their approval by the approval deadline. Once they have checked your application they will contact you if any changes are required. It is recommended that you allow at least five working days for this process.**	This section allows you to choose the UK host organisation from the list of eligible institutions; you must select the organisation which employs your UK-based Co-applicant. The majority of appropriate establishments appear in the drop-down list. **If your organisation is not there, however, please contact the institution's research support services, or equivalent, and ask them to provide the British Academy with contact details of an appropriate person in the organisation to act as an approver on its behalf.** All applications must be approved by the UK host organisation authorities e.g. research grants office, finance department, etc. The approving department will receive email notification once you have completed your application and submitted it. They will be asked to provide approval and then submit the application to the British Academy. It is strongly recommended that the Applicant maintains an open dialogue with the approving department at the host institution as the British Academy cannot be held responsible for emails being caught in spam filters or not being received.

CO-APPLICANT PERSONAL DETAILS AND CAREER SUMMARY

PLEASE NOTE: In order to be eligible for this scheme you must have identified a UK Co-applicant, who should be an academic based in an eligible institution located in the UK. Details of just ONE Co-applicant should be entered for this scheme and you must ensure that a Co-applicant has been added to the application and that all Co-applicant tabs (Co-Applicant Personal Details and Co-Applicant Career Summary) have been completed before submitting your application. Any applications with blank co-applicant tabs will not be processed.

Specify Co-Applicant *	**Your Co-applicant will need to have an existing account in the system before you are able to add them to the application. If they do not have an account, they will need to register themselves on e-GAP before you are able to complete this section.** Please click 'Add Co-Applicant', enter the Co-applicant's e-GAP registered email address and then click 'Next'. Confirm the user by clicking 'Next' then select the permissions you wish the sharer to have with your application and then click 'Finish'. Please note that you must assign them at least some permissions in order for the Co-applicant function to work, and at least access to 'Co-applicant Personal Details' 'Co-applicant Career Summary' and 'Proposal'; it is up to you whether to allow them access to other sections. It is possible to go back each step by clicking 'Previous'. Once you have clicked on the 'Finish' button, your Co-applicant will be able to view your application and, depending on permissions, amend and submit your application.

	If you choose to do this, the sharer needs to click on My Applications once they have logged on to see *your* application. **The Co-applicant can then complete the Co-applicant tabs themselves, or can provide you with the relevant information to do so.**

PROPOSAL

Subject *	Please select the Subject from the drop down menu that is most relevant to this proposal. Please note that assessors are allocated according to the Subject selected by you.
Title of Project *	Please give the title of your proposed project.
Abstract *	Please provide a short abstract summarising your proposed research in terms suitable for an informed general audience, not one specialised in your field. *This is a mandatory field and the limit is 1100 characters including spaces*
Research Project *	Please give a detailed description of the proposed research to be carried out. Please (a) explain the nature of the research theme around which the project will be built, with attention to the context and research objectives, the methodology to be used and the research programme. Research references are not mandatory, and where included should remain brief. *This is a mandatory field and the limit is 5,000 characters including spaces.*
Plan of Action *	Describe in detail how the work will be carried out over the life of the project. Give details of the activities which will be arranged (for example, research visits, workshops) and explain their role in the achievement of the project. Please keep in mind the timescale of the award and propose a plan of action that is achievable. *This is a mandatory field and the limit is 3500 characters including spaces.*
Planned research outputs/plans for publication/dissemination *	Under 'planned research outputs', please only state the type of output expected (for example monograph(s), journal article(s), book chapter(s) report(s), guidance notes, teaching modules/resources, websites and digital resources, etc). Please give more detail about potential publishers etc under plans for publication/dissemination.
Digital Resource	It is a condition of the award that digital resources created as a result of research funded by the Academy be deposited in an appropriately accessible repository. Applicants should ensure that any necessary technical advice is obtained before commencing work that involves the creation of digital resources.
Starting Date / End date *	To select a date in the future using the calendar feature in e-GAP, click on the month and year in between the two arrows at the top of the box. A second box will appear where you can select the month you wish and then you can type the year you require in the box provided. Click 'Okay' and the calendar will take you to the month and year you have selected. Please note that awards may be held over a continuous period of either 12 months or 24 months. In both cases, the start date should not be earlier than 1 March 2017 and not later than 31 March 2017. The end date should be no later than 31 March 2019.
Previous Contact *	Please provide details of any previous contact with the UK-based Co-applicant and indicate whether you have met them personally.
Reason of Choice of Host Institution *	Please explain the reason for your choice of UK host institution (the university/research institute, department, co-applicant).
Language Competence *	Please state your standard of English in reading, writing and speaking. Please use the terms bilingual/fluent/good/moderate/basic to describe your level of English in reading, writing and speaking.
Other Participants / Role of other participants *	The application only allows for one Applicant and one Co-applicant but you should use this section to list any other participants such as members of each group or network.

	Under 'Other participants' please give the names and positions of any other participants such as postdocs or PhD students. If detail are not known yet, please indicate numbers and status of people who might be involved. Please describe the contribution to the project to be made by other participants and what they are expected to bring or gain from the process.
Ethical Issues *	It is expected that most ethical issues will be covered by standard codes of practice. It is only necessary to indicate here in detail any non-standard issues. Please note the Academy's ethics policy described in its Code of Practice. Approval to undertake the research must be granted by the relevant authority before any work requiring approval begins.
Benefits to individuals / institutions *	Describe clearly the planned outcomes and any potential benefits that will result from the proposed award for the Applicant, the Co-applicant, and the respective groups/networks and institutions. In particular 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.*
Benefits to Overseas Country *	The benefits to the overseas country are a critical aspect of the Newton Advanced Fellowship. Describe any potential benefits to the Applicant's home country that will result from the proposed award, especially how the research will contribute to advancing economic development and social welfare of the country to benefit the wider society. *Maximum 2,000 characters including spaces.*
Benefits to UK *	Describe any potential secondary benefits to the UK and UK research that will result from the proposed award. *Maximum 1,000 characters including spaces.*
Training Programme *	Training and career development is a critical aspect of the Newton Advanced Fellowship. The training programme is intended for the benefit of the overseas applicant and their research network. Please provide a breakdown of, and justification for, the funding requested for this training programme, outlining its relevance and suitability. Please also include the following points: a) who will deliver and who will receive the training? b) what are the expected outcomes? c) what is the structure of the training programme (e.g. courses, training modules, specific activities)? *Maximum 3,500 characters including spaces.*

NOMINATED REFEREES AND DEPARTMENTAL SUPPORT

All applications for Academy grants are considered in the light of referees' and Head of Department (HoD) comments. No application will be considered without the required number of references and HoD statements, which must be received by the specified deadline.

Please note that this scheme requires <u>one</u> nominated referee and <u>two</u> Head of Department statements.

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.

Completion of Nominated Reference and Heads of Department tab:
•	To add a referee/Departmental support (HoD) email address click on the "Add referee" or "Add HoD" link, enter the email address and select the "check email" button
•	If the referee/HoD's details appear, it means that they have an existing e-GAP account under the email address entered. If so, select "contact now", adding whatever personal message you wish which will be added to the automatic e-GAP message, followed by "save" in order to attach the referee/HoD to the application.
•	If a form appears prompting you to enter the email address again and other details, it means that they do not have an existing e-GAP account. You will therefore need to create an account for them. To do this, enter their details and then select "contact now", followed by "save" in order to attach the referee/HoD to the application.

- If you do not select "contact now" the details of the nominated referee or HoD will not be attached to the form. <u>Please note that we do strongly advise that all candidates select the "contact now" button when invited to do so.</u> This will send a message to your nominated referee alerting them to the fact that they have been asked to supply a reference for you, and explaining the next steps needed to be taken to do so.

<u>PLEASE NOTE:</u> It is vital that you enter the correct email address for your referee and HoDs as upon your application being approved by the host UK organisation, emails are sent automatically from e-GAP to these individuals at the email addresses supplied on the application form with login details, and instructions for viewing the application and supplying the reference through e-GAP. It is advisable, before adding a referee, to check whether your chosen referee has an account in the e-GAP system, and the email address associated with this, to ensure that you do not create multiple email accounts for an existing user which will cause confusion.

<u>PLEASE NOTE: References <u>must</u> be provided through the e-GAP system. They cannot be provided as an email attachment nor sent by post in hard copy.</u> **Please bear this in mind when selecting a referee for your application and ensure that you nominate a referee with an active email address and who is happy to provide a reference through an online system. If, after you have submitted your application, you find that your referee is no longer able to provide a reference, please contact the British Academy to nominate an alternative referee.**

It is the responsibility of the applicants to:
- contact referees and HoDs outside of the e-GAP system to ensure that they have received details of their e-Gap login and instructions for supplying their statements through e-Gap. While the e-GAP system is programmed to contact referees automatically, applicants should not rely solely on the electronic system to do so
- ensure that references are supplied through e-Gap by the specified deadline
- keep track of the progress of references by viewing your Application Summary, accessed by clicking "Manage" on the "My Applications Section"; by doing this you can view whether a reference has been completed or is still pending
- remember that applications without references and Head of Department statements will not be eligible for consideration

It is advisable that you send your referee and HoDs a copy of Appendix 1 (found at the end of these notes).

Nominated Referee *	Applicants are required to nominate <u>one</u> referee and are advised to contact the referee by email outside the system to ensure that they are willing and available to provide the reference within a few days after the closing date for applications. Your referee should be familiar with your project and able to comment on its significance and feasibility, and on your abilities, independently and authoritatively. Please note that your referee should <u>not</u> be based at either the principal Applicant's or Co-applicant's institution. The reference may be supplied by a scholar based either within or outside the UK, but must be written in English. Referees are contacted automatically by the e-GAP system with full instructions about how to provide their reference in the system **after** the application has been submitted **and** approved by the UK host organisation.
Departmental Support *	The <u>two</u> Heads of Department should be based at the principal Applicant's overseas employing institution and the Co-applicant's UK employing institution (the UK host institution).

	The Heads of Department are asked to endorse the application and demonstrate institutional support for the project. The statements must be written in English. If the Applicant's Head of Department is also their current mentor 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. Heads of Department are contacted automatically by the e-GAP system with full instructions about how to provide their reference in the system **after** the application has been submitted **and** approved by the UK host organisation. Please note: Applicants/Co-applicants who hold a fixed-term contract finishing before the end-date of the grant <u>must secure confirmation through their Head of Department Statement</u> that their contract will be extended to cover the duration of the award if their application is successful.

FINANCIAL DETAILS

Financial Details	Please select '2' years in the "Duration (Years)" drop-down field before completing the "Financial Information" table to ensure that the financial information table displays the corresponding number of columns to be completed. Please provide details of funding in the relevant fields. **Please do not use '£' signs in the amount boxes.** Applicants should prepare accurate costings for the proposed expenses, and should be particularly careful not to overestimate the resources required. Please note that grants are cash-limited, and there is no scope for supplementation of an award. Projects should be fully costed from the outset. However, for 2-year awards, requests to carry forward underspend from year one will be considered.
Total grant requested *	This should be the same total indicated in the financial details table as the sum of the individual cost elements requested. It should be the total grant requested for the duration of the project. It should be entered as a figure with no £ sign and no commas or decimal points.
Amount requested from other funding bodies *	This field is not applicable to applications from Malaysia. Applicants should enter '0'.
Duration (Years) *	This is a drop-down field. By clicking on 2, the corresponding number of columns will appear in the financial details table, and information of funding requested for each of the years can be entered.
Justification *	Please give a full justification for all costs, broken down by budget category for both years 1 and 2.

	Example:
	
	Year 1 Salary top-up
	        Research Expenses
	        Travel & Subsistence
	        Training
	
	Year 2 Salary top-up
	        Research Expenses
	        Travel & Subsistence
	        Training

Applications to Other Funding Bodies	Please provide details of other support given or applied for in connection with the current proposal. Please indicate whether any other grant applications relating to this project have been submitted, either to the British Academy or to any other funder. Applications submitted to the Academy by separate applicants will not be accepted if it is considered that both (or all, if more than two) applications relate to the same project, whose components would not be viable as independent pieces of research. The Academy has no objection to its grants being held in conjunction with awards from other bodies, provided that there is no duplication of expenditure. **Applicants are requested to keep the Academy informed of the outcomes of any other applications.** Failure to do so may jeopardise the application's prospects of success. In cases where simultaneous applications to the Academy and to another funding agency covering the same elements of a project are both successful, the applicant will be asked to choose which award to accept. Only if there is no duplication and no unnecessary inflation of a project will an applicant be permitted to retain both awards (subsequent requests to alter the plan of research simply to allow the applicant to retain both awards are unlikely to be considered favourably).

EQUAL OPPORTUNITIES

Equal Opportunities/ Co-Applicant Equal Opportunities The British Academy is committed to its policy of Equal Opportunity in the provision of its grants and awards. Please help us to monitor the effectiveness of this policy by providing the information requested. **This information will be kept separately from the rest of your application and will not be seen by those involved in making decisions in the selection process.**	This section is optional. The Academy would however, greatly appreciate it if you complete the details. You must either complete the form or tick the box stating that you do not want to complete the form. If you do not tick one or other of the boxes the system will regard your application as incomplete and will not allow you to submit it.
Date of birth	To select a date in the past using the calendar feature in e-GAP, click on the month and year in between the two arrows at the top of the box. A second box will appear where you can select the month you wish and then you can

	type the year you require in the box provided. Click 'Okay' and the calendar will take you to the month and year you have selected.

THE ACADEMY WILL ONLY PROCESS COMPLETE, SUBMITTED AND APPROVED APPLICATIONS

SUBMITTING AN APPLICATION

Once you have submitted your application for approval by the UK host organisation (i.e. the organisation which employs your UK-based Co-applicant), automatic emails will be sent to the UK host organisation approver asking them to log on to the system. You will not be able to edit your application after it has been submitted to the UK host organisation for approval. The approver will either: approve and submit your application, 'send back' your application and contact you to request modifications, or decline your application and contact you.

If the UK host organisation approver requests modifications through the e-GAP email facility, they can unlock your application, allowing you to edit it. They can do this by selecting 'Send Back'. An automatic e-mail will be sent to you alerting you of this fact. Once you have completed and saved the requested changes, please re-submit your application for approval by your employing organisation.

Once the UK host organisation has approved your application and submitted it to the British Academy it will not be possible to make any changes.

It is recommended that you check that your application has been approved in time. To see the details of the UK host organisation approver and to check the status of your application, you should log into e-GAP and click on the link to the Application Summary.

Once your application has been submitted and approved, and your references have been received, you will not be contacted again by the British Academy until the final award decisions have been made, and you will not be required to do anything further in the e-Gap system until that point. You can track the progress of your application by monitoring the Lifecycle Stages; to do this click "Manage" in the "My Applications" section. Please note that the eligibility stage in the lifecycle stages is an internal process and you do not need to do anything for this. **PLEASE NOTE: You will receive notification of the outcome of your application by email outside the e-Gap system.**

Appendix 1

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 British Academy's e-GAP (electronic Grant Application and Processing) system - https://egap.britac.ac.uk.

Once the Applicant has submitted their application you will be contacted by the system requesting your reference/statement of support. References/statements can be submitted before and up to 5 working days after the round closing deadline. The deadline for the submission of references/statements is **Thursday, 22 September 2016, 17:00 (UK time).**

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/statement of support 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: If the Applicant/Co-applicant for which you will be providing a Head of Department Statement currently holds a fixed-term contract that is due to finish before the end-date of the grant, your statement must include confirmation that their contract is due to be extended and will therefore cover the duration of the award if their application is successful.

Character limits:
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://egap.britac.ac.uk
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/statement of support form and click on 'Save' at regular intervals as you proceed:
    o References/statements must be written in English. If a reference/statement is not submitted in English, it will not be accepted and may make the application ineligible.

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/statement, 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 Co-applicant, or either of their email addresses; at least one of these will be given in the reference request email.

Email: newtonfund@britac.ac.uk
Tel: +44 (0)20 7969 5220