

Newton Mobility Grants – 2020

The following scheme notes set out the eligibility and application process of the Newton Mobility Grant. Please read through the entire document before proceeding with an application.

1. Overview

Background

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 (ODA) commitment.

The Newton Fund was launched in 2014 and originally consisted of £75 million each year for 5 years. In the 2015 UK Spending Review, it was agreed to extend and expand the Fund. The Newton Fund was extended from 2019 to 2021 and expanded by doubling the £75 million investment to £150 million by 2021, leading to a £735 million UK investment to 2021, with partner countries providing matched resources within the Fund.

Funding programmes are developed with at least one of the partnering countries. These countries are all on the OECD DAC (the Development Assistant Committee of the OECD) list of ODA eligible recipients. The Newton Fund activities offered in each country are chosen and developed in collaboration with local government and funders. This ensures the programmes offered meet local development priorities.

Aims of the Scheme

This scheme aims to help strengthen the research and innovation capacity of researchers from partner countries by assisting them in visiting or sending staff and students to the UK and developing networks, research projects and partnerships with their UK hosts/counterparts and the wider UK research and innovation community. Successful candidates may wish to consider subsequently applying for a Newton International Fellowship or Newton Advanced Fellowship to consolidate partnerships.

The scheme provides funding towards travel, subsistence and research expenses for either a one-off short visit to explore opportunities for building lasting networks or for bilateral visits to strengthen emerging collaborations.

This scheme is not intended to support continued research activities between a UK applicant and an overseas applicant who was a former colleague or PhD student or to support other existing or recent collaborations between the UK applicant and overseas applicant. Rather, the scheme is intended to stimulate new collaborations between scientists in the UK and overseas partner countries/territories, which **must result in training and transferring knowledge and skill to help strengthen research capabilities of the overseas partner**, and contribute to promoting economic development and social welfare in the overseas country/territory. The awards will also initiate the development of longer-term links between the overseas and UK researchers.

Objectives of the Newton Mobility Grants

The scheme is designed to offer a flexible platform for early career and established group leaders in partner countries/territories to interact with their UK counterparts. The main aims of the programme are to:

- Strengthen research capacity of the partner countries/territories - by facilitating training and skill transfer from the UK to partner countries/territories.
- Support excellent research - by linking the best researchers in the UK with the best researchers and their groups in partner countries/territories and providing support for initial exploratory research.
- Establish long-term research links - between both partners to ensure sustainable research capacity in partner countries/territories and benefit to the UK research community in the longer term.

Subjects Covered

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

Submissions from clinically qualified scientists may be considered. The Society does not support clinical or interventional research on humans at the individual or group level, social sciences or humanities, unless otherwise stated. If there is any doubt about the eligibility of a project, contact the Royal Society.

Value of Funding and Support Provided

The funding available is dependent upon the length of the visit. Applicants may request:

- up to £3,000 for one-off travel lasting up to 3 months;
- up to £6,000 for multiple visits to be completed within 1 year (including a maximum of £1,500 for eligible research expenses);
- up to £12,000 for multiple visits to be completed within 2 years (including a maximum of £3,000 for eligible research expenses).

Travel can be conducted by all project participants, which includes the applicant, the co-applicant and also members of their teams. Please refer to 'Justification for Consumables' on page 14 for a list of eligible and ineligible consumable items.

In the case where the application is to support collaboration between the UK and Thailand, additional funding is available from the Office of the Permanent Secretary to contribute the costs of the collaboration. Where applicants request the full £12,000 from the Royal Society, The Office of the Permanent Secretary will provide matched up to a maximum of THB 500,000. Where candidates request less than £12,000 from the Royal Society, the funds requested from the Office of the Permanent Secretary must be equivalent (for example if you request £6,000 from the Royal Society you may request THB 250,000 from the Office of the Permanent Secretary).

Transfer of funds to overseas institutions

The award will be paid to the UK institution in the first instance. Both applicants need to identify the most efficient modus to transfer the funds to the overseas institution. The Society will ensure that the funding will be transferred to the host institutions of the successful candidates.

In the case where the application is to support collaboration between the UK and Thailand, additional funding is available from the Office of the Permanent Secretary to contribute the costs of the collaboration. Where applicants request the full £12,000 from the Royal Society, The Office of the Permanent Secretary will provide matched up to a maximum of THB 500,000. Where candidates request less than £12,000 from the Royal Society, the funds requested from the Office of the Permanent Secretary must be equivalent (for example if you

request £6,000 from the Royal Society you may request THB 250,000 from the Office of the Permanent Secretary).

Countries/Territories covered:

The Royal Society has established partnerships with funding organisations in each of the countries/territories listed below; as a result, scientists from these countries are eligible to apply for the Newton Mobility Grants scheme. These partners are offering similar opportunities for UK scientists wishing to visit partner countries/territories. This round is open to applications from:

- Brazil – in partnership with CONFAP and CNPq
- Thailand – in partnership with The Office of the Permanent Secretary, Ministry of Higher Education, Science, Research and Innovation
- Turkey – in partnership with TUBITAK

Please note that further countries may be added in subsequent rounds.

If you do not wish to submit an application with the countries listed above as part of the Newton Fund or you wish to apply for collaborations with countries not listed here, please download the scheme notes entitled '[International Exchanges Scheme – Standard Programme](#)'.

Duration and Start of Award

Awards are expected to commence by 14 December 2020.

Awards are available for either up to 3 months, 1 year or 2 years. Activities must start no earlier than 4 months after the closing date and no later than 14 December 2020.

The Society defines the start of the project as being any activity undertaken to progress the project, which includes booking flights or planning a schedule of activities to be undertaken in the initial stages; it is not necessarily the date when exchange visits must have commenced. Award holders can apply for up to one-year no-cost extension.

2. Eligibility

Applicant Eligibility

- The overseas applicant must draft and submit an application to the Royal Society by the deadline (see page 3) for up to £12,000. Please refer to 'Submission Process' on **page 14** for a step-by-step process.
- The Overseas based scientist and/or project leader (the applicant) and the UK based scientist and/or project leader (the co-applicant) must have completed a PhD or have extensive experience at an equivalent level at the time of application.
- The UK applicant and overseas applicant must hold a permanent or fixed term contract for the duration of the award in an eligible organisation in their respective countries. Ineligible organisations include industrial, private and commercial organisations, university spinout companies and governmental bodies.
- The UK applicant and overseas applicant must be based in their respective countries/ institutions at the time of application
- Applications must be started by the overseas applicant on behalf of the UK applicant and the respective teams i.e. the application must be initiated in the overseas applicant's Flexi-grant account

- Applicants and co-applicants are not permitted to submit more than one application per round (deadline) although may also apply for a Newton International Fellowship or Newton Advanced Fellowship
- UK award holders of a current Newton Mobility Grants award with the same overseas country as the (proposed) application may not apply until the project has ended and the final report including the Statement of Expenditure has been submitted to the Royal Society.
- Retired scientists, who are still active in science, must submit their application through an eligible UK institute. If this is not possible please contact us for further advice at least two weeks before the deadline.

Eligible Activity

- Collaborations should be based on a single project.
- Applications can only support travel between the UK and the overseas collaborator's country; costs for travel between a third country are not eligible.
- Activities must start no earlier than 4 months after the closing date and no later than:
 - a) **14 December 2020** in the case of the applications submitted to **2020/R1**
- Activities fundable under this scheme are as follows:

One-off visit collaborations

- One visit to be taken in either direction i.e. either the UK applicant undertakes a visit to the overseas institute or the overseas applicant visits the UK institute
- Visits to last between 1 week-3 months
- Up to £3,000 available

Multiple visits collaborations

- Collaborative visits to be undertaken over a period of either up to:
 - a) 1 year with up to £6,000 available, £1,500 of which can be spent on consumables or
 - b) 2 years with up to £12,000 available, £3,000 of which can be spent on consumables
- Visits are expected to be bilateral meaning that the UK applicant and overseas applicant and/or project participants must undertake at least one visit to the overseas collaborating institute during the award period. UK Researchers may visit overseas partners for the purposes of providing training and skills transfer through collaboration.
- Any project participants must be working in a UK/overseas university or research institute. The Royal Society would like to encourage the participation of junior scientists from the overseas partner including PhD students. Funding cannot be used to support UK based PhD students.
- Only participants based at the same institution and working within the UK applicant's or overseas applicant's research group directly involved in the collaborative project are eligible to claim travel and subsistence against the award should the application be successful.
- Applications have to be **new** collaborations. This scheme is not intended to be used to extend an existing or recent project or collaboration.

Departmental Support

- The following individuals must be included in the application:
 - the **applicant's** Head of Department;
 - the **co-applicant's** Head of Department.

Note: if either the applicant or co-applicant is the Head of Department, then details of the individual to whom they report must be supplied instead, i.e. Head of School or Head of Faculty or Dean

3. Timetable

Round	2020 Opening Dates	2020 Closing Dates (15:00 UK time)	Latest Project Start Dates
2020/R1	15 April 2020	02 June 2020	14 December 2020

Results available: Results of the competition will be available about 4 or 5 months after the application closing date.

4. Assessment Criteria and Review Process

Assessment Criteria

The primary considerations are listed below. Successful applications should be strong in all respects:

- The training and development of the overseas researcher and the transfer of new skills to the applicant's research group
- The research background of the UK and overseas scientist
- The strength of the scientists and institution in the area of proposed research
- The mutual benefit of the collaboration
- The strength of the proposal
- The potential contribution to the UK science base
- The potential for long-term collaboration.

Review Process

- All applications to the Newton Mobility Grants are reviewed and assessed by two members of the selection panel who have the most appropriate scientific expertise using the criteria detailed above.
- It is expected that applicants will be notified of the outcome of their application by email.

Please be assured that The Royal Society specifically requests anyone involved in reviewing applications to consider them in confidence

More information on the Review Process can be found in Appendix 1.

5. 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 newtoninternationalexchanges@royalsociety.org or call +44 (0) 207 451 2666.

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

6. Use of Data

Please note that information regarding your application for International Exchanges may be shared with the Department of Business, Energy and Industrial Strategy (BEIS), named partners and funders for data monitoring and scheme evaluation purposes. You may also be contacted by selected third parties such as independent evaluators, consultancy groups, and career development organisations. If successful, the Royal Society will contact you regarding the administration of your award throughout the course of your funding and after its completion. You may also be contacted by the Royal Society, BEIS, named partners and funders, or

an agent acting on their behalf, for reporting and evaluation purposes throughout the course of your funding and after its completion.

7. System Guidance Notes

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

Using Flexi-Grant ®

Applications can only be submitted online using the Royal Society's Grants and Awards management system (Flexi-Grant®) via <https://grants.royalsociety.org>. Further information about the Grants and Awards Management system can be found via <https://royalsociety.org/grants-schemes-awards/grants/flexi-grant/>. If you have not previously used Flexi-Grant®, please follow the registration process from the Flexi-Grant®, homepage. ***Paper-based applications will not be accepted.***

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

All applications must be approved by the UK Host Organisation and the applicant's departmental support must be completed before you can submit via Flexi-Grant®. Late applications will not be accepted.

ORCID Identifier

All applicants applying to Royal Society should submit an ORCID (Open Researcher and Contributor ID) identifier if they have one before their application is submitted. ORCID maintains a registry of unique researcher identifiers and a transparent method of linking research funding, research publications, research data and any other research outputs to these unique identifiers. This is a mandatory requirement at the application submission stage only. You can register for an ORCID identifier via <https://orcid.org/register>.

Completing the application form

The application can be completed by using the navigation tabs on the application summary page, with each page categorised as follows:

Summary

Eligibility Criteria

Contact Details (Overseas applicant/team leader)

Lead Applicant Career Summary (Overseas applicant/team leader)

Co-applicant Overseas Career Summary (UK applicant/team leader)

Research Proposal

Use of Animals in Research

Use of Human Patients and Tissue

Financial Details

Applicant Declaration

Head of Department Support (of the UK applicant/team leader)

Head of Department Overseas Support (of the overseas applicant/team leader)

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

8. Participants

To complete and submit the application form, the lead applicant is required to provide supporting statements from two individuals (including co-applicant and Heads of Department). The overseas partner will be considered as the co-applicant.

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

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

The recipient will need to accept your invitation before they can participate in the application.

You can monitor the progress of your participant's activity through this section of the application form, and issue reminders as required. Once the recipient has accepted your invitation, their status will be displayed as 'active'. Upon completion of their section of the application form, their status will be displayed as 'complete'.

You will not be able to submit your application form until the status of all participants' shows 'complete'.

Once participants have completed all their sections of the application form, please remind them to select 'Save & Submit' on the application form page or select 'Submit your contribution' on the summary page.

It is recommended that Participants fulfil their requirements at least 5 working days before the submission deadline (Tuesday, 02 June 2020, 15:00 UK time) to ensure there is sufficient time for organisational approval. The **UK Host** Organisation approver must approve the completed application by the submission deadline.

Participant Types

Departmental Support

The following individuals must be listed under the Participants tab:

- The applicant's Head of Department
- The co-applicant's Head of Department

It is the applicant's responsibility to liaise with the UK Institutional Approver and Heads of Department to ensure that the required tasks are completed by the deadline. Please contact The Royal Society before the deadline if there is any issue. Alternatively, UK Institutional Approver and Heads of Department can contact us directly. The Royal Society will not be held responsible for emails that are not received due to address errors or spam filters, and no provision is made for non-receipt of emails sent by The Royal Society.

Re-opening the Application form to Participants

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

Research Support Role

The Research Support role displayed under the participants tab is an optional role, which allows you to invite an individual from the relevant UK Host Organisation's research support team to review and amend the application prior to submission. The primary purpose is to ensure that the requested finances have been recorded correctly for this specific grant programme. As this is an optional role, it will not affect your ability to submit your application for approval.

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

9. Application Guidance Notes

Application Approvals

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

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

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

You will only be able to submit your application for approval by the UK Institutional Approver once all sections of the application form have been marked as complete, and the co-applicant, UK Head of Department and Overseas Head of Department have marked their work as complete AND have submitted their section (the Lead applicant must check the status of the co-applicant, UK Head of Department and Overseas Head of Department under the 'Participants' tab on the summary page of the application form). Applications submitted after the deadline will not be accepted.

Question Guidance

Please read these guidance notes carefully as you complete the form. In the table below, each box represents a page of the application form; the left-hand column contains the questions within each of these pages as set out in the form; the right-hand column contains useful guidance on its completion.

Note that questions with * are mandatory fields.

Summary

Summary page	<p>The summary page of the application form provides instructions for submission of your application for approval from the UK Host Organisation. In addition, you are provided with an overview for each section of your application form, including the approximate length of time it will take to complete each section.</p> <p>The summary page also allows applicants to manage and invite participants (e.g. UK Head of Department, Overseas Head of Department and Research Support (optional), who are required to contribute to the application form. Instructions for inviting participants can be found under the 'participants' tab on the application summary page.</p> <p>Note: you will only be able to submit your application for approval by the Host Organisation once all sections of the form have been completed.</p>
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Eligibility Criteria	
Eligibility Criteria *	<p>Please provide confirmation that you meet the eligibility criteria.</p> <p>Details of the eligibility criteria can be found in Section 3 of these Scheme Notes.</p>

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

Applicant [and Co-Applicant] Career Summary	
Title of Current Position *	Please state the title of your current position.
Full name *	Please enter your full name, including title below. (Co-applicant only)
Current Employer *	Please enter the official organisation name of your current employer (e.g. University of Bath).
Current Department *	Please enter details of your current department (e.g. Department of Astrophysics).
Country/Territory *	Please select the country/territory where your current employer or last employer (if currently unemployed or on leave) is based. (Co-applicant only)

Current Position Start Date *	Please enter the date when your current position started.
Current Position End Date *	Please enter the date when your current position is expected to finish. If you are on a permanent contract, please enter 31 December 2050.
Applicant Qualifications *	Please list all your qualifications in reverse chronological order. Note: You can retrieve your qualification information from your profile to complete this section of the application form using your ORCID identifier.
Applicant Career History *	Please provide a full list of your appointments since your PhD in reverse chronological order stating if part-time (and percentage part-time) when necessary. Note: You can retrieve your career history information from your profile to complete this section of the application form using your ORCID identifier.
List your Key and/or Relevant Publications *	Please provide details of authors, titles and references of your best publications in refereed journals, in reverse chronological order. You should choose not only the best but also those most relevant to the application to support your case. Please note that publications will be reviewed on the basis of scientific content, rather than publication metrics or the identity of the journal. Most significant publications: Please also identify with asterisks (*) up to five publications which you consider to be most significant. Note: You can retrieve your publications from your profile to complete this section of the application form using your ORCID identifier.
Field of Specialisation *	Enter details of your field(s) of specialisation. (20 words max.)
Summary of Your Current Research *	Provide an outline summary of your current research. Please also include a brief comment on the strength of your organisations. (Maximum 200 words)
PhD Award Date *	Please enter the date that you were awarded your PhD. If you have not received your PhD, please enter your expected completion date.

Research Proposal	
Project Title *	Please give the full title of your proposed project. (20 words max.)
Start Date *	Please enter the proposed start date of the project. Activities must start no earlier than 4 months after the application closing date and no later than the latest project start date mentions on page 2.
End Date *	Please enter the proposed end date of the project. This must be either 3 months, 1 year or 2 years from the start date.
Host Organisation *	Please select the UK organisation where the award will be held from the drop-down list.
Subject Group/Area *	Select the subject group/area(s) that most closely defines the research area of the research proposal from the drop-down menu and tick box options. This will enable us to allocate the application to the most appropriate assessment panel.

Research Aims *	Please state your scientific aims. (250 words max.)
Lay Summary *	Please provide a lay summary of your proposed project. This should be understandable by a layperson. Explain why you have chosen to work in this subject area and what it is about your proposed research that you find particularly exciting, interesting or important. If applicable, please also explain the potential impact or wider benefits to society of your research. (250 words max.)
Research Proposal *	Please provide details of your research proposal. Your proposal should also include an outline of the nature and purpose of your research project including a description of the experimental methods and techniques to be used. (500 words max.)
Participants *	List other project participants from both teams, their current academic role/post and why you wish to include them on the project. Participants include PhD students, post-doctoral researchers and any other research staff members from both teams. (200 words max.) Note: There are no restrictions on the number of participants per team but only participants working within the applicant's and co-applicant's institution and research group directly involved in the collaborative project are eligible to claim travel and subsistence against the award should the application be successful.
Benefits to individuals/ institutions *	Please describe clearly the planned outcomes and any potential benefits that will result from the proposed collaboration for you, the co-applicant and the respective organisations. Please comment on how the award will contribute to the transfer of knowledge and research capabilities to the overseas partner, the added value of the collaboration, and the intentions for sustaining the partnership in the longer term. <i>(200 words max.)</i>
Benefits to UK *	Describe any potential benefits to the UK and UK research that will result from the proposed project. (200 words max.)
Benefits to Overseas Country/ Territory *	Describe any potential benefits to the overseas country/territory and/or country of origin that will result from the proposed project. Please describe how the research will contribute to promoting economic development and social welfare of the country to benefit the wider society. <i>(200 words max.)</i>

Data Management and Data Sharing

The Royal Society support science as an open enterprise and is committed to ensuring that data outputs from research supported by the Society are made publicly available in a managed and responsible manner,

with as few restrictions as possible. Data outputs should be deposited in an appropriate, recognised, publicly available repository, so that others can verify and build upon the data, which is of public interest. To fully realise the benefits of publicly available data they should be made intelligently open by fulfilling the requirements of being discoverable, accessible, intelligible, assessable and reusable.

The Royal Society does not dictate a set format for data management and sharing plans. Where they are required, applicants should structure their plan in a manner most appropriate to the proposed research. The information submitted in plans should focus specifically on how the data outputs will be managed and shared, detailing the repositories where data will be deposited. In considering your approach for data management and sharing, applicants should consider the following:

- What data outputs will be generated by the research that are of value to the public?
- Where and when will you make the data available?
- How will others be able to access the data?
- If the data is of high public interest, how will it be made accessible not only for those in the same or linked field, but also to a wider public audience?
- Specify whether any limits will be placed on the data to be shared, for example, for the purposes of safeguarding commercial interests, personal information, safety or security of the data.
- How will datasets be preserved to ensure they are of long-term benefit?

Outline of data management and data sharing plan *	If the proposed research will generate data that is of significant value to the research community, then please provide details of your data management and sharing plan. <i>(maximum 200 words)</i>
Overseas Field Research *	Please provide all details of any proposed fieldwork to be carried out outside the UK. Please ensure you provide details of location, duration and justification for the fieldwork.
Overseas Field Research (Upload only)	Please upload documents related to the following (if applicable): 1. Permission Any mandatory documents that show local support has been assured by way of permission from the government concerned to travel to and work in the country. 2. Collection of specimens Any mandatory documents that show: <ul style="list-style-type: none"> • Specific permission has been obtained from the host country to collect and to export specimens and material • The director of the museum or other decision makers where these specimens will be deposited has indicated his/her desire or willingness to have such specimens and material.

Use of Animals in Research*

The Royal Society is committed to supporting the development of alternative methods to reduce and/or replace the use of animals in research. Applicants proposing to use animals in their research must ensure that the use of animals falls within the regulations stipulated in the Animals (Scientific Procedures Act) 1986 and subsequent amendments. Additionally, applicants should continually be aware of developments in best practice, and adopt the principles of the [3Rs](#) when designing and conducting experiments on animals.

<p>As a funder of research, the Society takes its responsibilities towards the UK Animals (Scientific Procedures Act) 1986 seriously and requires applicants to consider the questions below when preparing grant applications that include the use of animals.</p>	
<p>Does your proposal involve the use of animals or animal tissue? *</p>	<p>Select 'Yes' or 'No'. If you have selected 'Yes' it is mandatory to complete all of the relevant questions on the Use of Animals in Research page.</p>
<p>Experimental Design Assistant</p> <p>The Royal Society recommends that applicants use the Experimental Design Assistant (EDA), which is a free resource from the NC3Rs to support researchers in the planning of animal experiments. This will help to facilitate robust study design and reliable and reproducible findings.</p> <p>The EDA helps applicants build a machine-readable diagram representing their experimental plan, following capture of their methodology, and allows the applicant to then generate a PDF report which provides a transparent description of the experimental design in a standardised format, which can be uploaded to the application form.</p> <p>Please note: Applicants who choose to use the EDA, and subsequently uploads the EDA report to the application form, are advised to enter see report or n/a into any question fields within this section of the application form that have already been captured in the EDA report, to avoid any duplication.</p>	

<p>Use of Human Participants and Tissue</p>	
<p>Any application for a research proposal involving human participants, patients or tissue and therefore requiring local ethical committee approval will be considered only when accompanied by the necessary permission certificate or proof that ethical permission will be sought, which must be provided in English.</p>	
<p>Does your application involve the use of human participants, patients or tissue?*</p>	<p>Select 'Yes' or 'No'. If you have selected 'Yes' it is mandatory to provide either a certificate or letter, as proof that ethical permission has been, or will be, obtained. Please upload the file as a PDF in portrait orientation.</p>

<p>Financial Details</p>	
<p>Duration *</p>	<p>Specify the duration of your project: 3 months, 1 year or 2 years.</p>
<p>Budget Table *</p>	<p>You are permitted to claim total costs for:</p> <ul style="list-style-type: none"> • consumables (incl. fieldwork). Note: £0 for 3 months, up to £1,500 for 1 year or up to £3,000 for 2 years' project duration; • travel (incl. subsistence). <p>The grand total of travel (international), subsistence and consumables (incl. fieldwork) is calculated automatically. Note: up to £3,000 for 3 months, up to £6,000 for 1 year or up to £12,000 for 2 years' duration.</p>
<p>Justification for Consumables (incl. fieldwork) *</p>	<p>Please fully justify your request for consumables, including expenses for fieldwork:</p> <p>e.g. Item 1: cost; Item 2: cost i.e. Computer software: £500; Visa charges (x4): £200 etc.</p>

	<p>Eligible consumable costs include Visa charges, police registration fees, postage and printing, books, reagents, computer software, stationery for overseas visitors whilst in the UK, fieldwork expenses, and animal and plant licence fees.</p> <p>Ineligible consumable costs include but are not limited to Publication costs, computer hardware, bench fees, conference registration fees, travel to conferences, departmental costs/overheads, access charges, medical insurance, excess baggage, expenses relating to accompanying dependents, contributions towards salaries, costs involving travel to a third country/territory and costs incurred by project participants not associated with the applicant organisations.</p>
Justification for Travel (incl. Subsistence) *	<p>Please provide justification for the amount requested.</p> <p>Provide justification for the amount requested for subsistence and for international travel to be undertaken and the cost of individual travel expenses.</p> <p>Note: international & national airfares are expected to be economy/APEX rates.</p> <p>You must complete a provisional visit plan for the duration of the award presenting the details as follows as this will enable us to easily assess the eligibility of your application:</p> <p>e.g. Last name of individual 1: Length of visit, Estimated date of visit, Destination, Cost; Last name of individual 2: Length of visit, Estimated date of visit, Destination, Cost i.e. Professor Smith: 2 months, November 2020, Rome, £600; Professor Rossi: 3 months, April 2012, UK, £900 etc..</p>
Justification for Other Expenses	<p>Please fully justify your request for all other expenses.</p> <p>Researchers applying from Thailand only. Please provide a justification for the additional funds that the Office of the Permanent Secretary will provide.</p>

Applicant Declaration*	
Please declare that:	
<p>You have read the Terms and Conditions of Award under which Royal Society grants are awarded and, if a grant offer is made, you agree to abide by them. The Terms and Conditions for Royal Society applications can be found at https://royalsociety.org/grants-schemes-awards/grants/international-exchanges/.</p> <ul style="list-style-type: none"> You have access to the necessary facilities to enable you to deliver the research proposed and will continue to have access to the facilities for the duration of the project. You have agreed with your Head(s) of Department that you will be afforded sufficient time and resources to deliver the research project as described in this application. 	

UK and Overseas Head of Departmental Support*	
<p>The lead applicant/co-applicant must invite both Heads of Department from the overseas and UK organisations to provide their support.</p>	

Please check which email address the Heads of Department would like to use, as they may already be registered on Flexi-Grant® and mistakes may lead to a delay in processing your application.

The Heads of Department are expected to supply their contact details and tick 'Yes' or 'No' to the following statement: "The applicant/co-applicant will be provided with adequate space and access to resources within my department."

Appendix 1: Application Submission Process Flow Diagram

