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 To: 'dtd_calls_workshops@sympa.sun.ac.za'
 Subject: CALL: Collaboration with researchers in the UK (Natural Sciences)
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 International-Exchanges-Standard-Programme-Scheme-Notes.pdf
 Conditions-of-Award.pdf
 Importance: High

Beste Navorsers:

Sien hieronder en ingeslote inligting oor die **Royal Society: International Exchanges Scheme – Standard Programme** wat befondsing bied vir navorsers van Universiteit Stellenbosch.

Dear Researcher:

Please see below and attached information on **Royal Society: International Exchanges Scheme – Standard Programme** which offers funding for researchers at Stellenbosch University

Funding Opportunity	Research Priorities	Funding	Eligibility / Special Conditions	Travel Period	Closing date
Royal Society: International Exchanges Scheme – Standard Programme	Natural Science (including but not limited to): <ul style="list-style-type: none"> • Physics • Chemistry • Mathematics • Engineering • Biological research 	The funding available is dependent upon the length of the visit. Applicants may request: <ul style="list-style-type: none"> • 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 consumables). • up to £12,000 for multiple visits to be completed within 2 years (including a maximum of £3,000 for eligible consumables). 	<ul style="list-style-type: none"> • Each project should have a UK based scientist (who will be the main applicant) • PhD or have extensive research experience at an equivalent level at the time of application • Co-Applicant to hold a permanent or fixed-term contract at SU • Applications have to be new collaborations. This scheme is not intended to be used to extend an existing or recent project or collaboration. <p>See p.3 of the attached Scheme Notes for further eligibility criteria.</p>	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 2021	10 June 2021, 15:00 UK time
<p>Submission Process</p> <ul style="list-style-type: none"> • Applications (to be submitted by the UK collaborator) 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 at: https://royalsociety.org/grants-schemes-awards/grants/flexi-grant/ • Further information about the International Exchange Scheme funding opportunity can be found at: https://royalsociety.org/grants-schemes-awards/grants/international-exchanges/ • ORCID is a mandatory requirement at the application submission stage only. You can register for an ORCID identifier at: https://orcid.org/register • See page 7 & 8 of guidelines Scheme Notes for further information about the submission process. 					

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International Exchanges Scheme- Standard Programme 2021

The following scheme notes set out the eligibility and application process of the International Exchanges Scheme (Standard). Please read through the entire document before proceeding with an application.

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Overview

Background

The International Exchanges Scheme is for scientists based in the UK who want to stimulate collaborations with leading scientists overseas through either a one-off visit or bilateral travel.

Aims of the Scheme

The International Exchanges Scheme is designed to offer a flexible platform for UK based scientists to interact with the best scientists around the world. Funds for a contribution towards travel, subsistence and research expenses can be requested 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 a co-applicant who was a former colleague or PhD student or to support other existing or recent collaborations between the applicant and co-applicant. Rather, the scheme is intended to stimulate **new** collaborations between scientists in the UK and overseas.

Subjects Covered

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

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

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 'Eligible Costs' on page 5 for a list of eligible and ineligible consumable items.

Royal Society – Yusuf Hamied Foundation International Exchanges Award

Thanks to the support of the Yusuf and Farida Hamied Foundation, additional grants for collaborations with researchers in India are available through The Royal Society – Yusuf Hamied Foundation International Exchanges Award. Up to £12,000 is available for a 2-year project for travel and subsistence including a maximum of £3,000 for eligible research expenses. Applications must be made through the Standard Programme.

Countries/Territories covered: The International Exchanges scheme accepts applications for collaborations with all countries/territories outside the UK.

Special collaborative cost share programmes are currently in place with CNR Italy, Japan Society for the Promotion of Science, Ministry of Science and Technology Taiwan, National Natural Science Foundation of China and Russian Foundation for Basic Research. For details on how to apply under these specific cost share programmes please download the version of the scheme notes entitled 'International Exchanges Scheme – Cost Share Programme'.

Duration and Start of Award

Awards are expected to commence by 14 December 2021.

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 2021.

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.

Eligibility

Applicant Eligibility

- The UK based scientist and/or project leader (the lead applicant) and the overseas 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 applicant and co-applicant must hold a permanent or fixed term contract for the duration of the award in an eligible organisation in their respective countries/territories.
- The applicant and co-applicant must be based in their respective countries/territories and institutions at the time of application.
- The applicant and co-applicant cannot be former colleagues or PhD student/supervisor. The scheme is intended to stimulate **new** collaborations between scientists in the UK and overseas
- Applications must be started by the applicant on behalf of the co-applicant and the respective teams, i.e. the application must be initiated through the Flexi-Grant® application portal of the applicant, which can be accessed when logged onto the system.
- Applicants are not permitted to submit more than one application per round (deadline).
- Holders of a current International Exchanges award with the same overseas country/territory as the (proposed) application cannot apply until the project has ended, the final research report has been submitted to The Royal Society, the final statement of expenditure (financial report) has been submitted to The Royal Society and any unspent amount of money of the current International Exchanges award has been refunded to The Royal Society.
- Visiting academics who have been invited by an eligible UK institution are ineligible.
- Honorary academics of an eligible UK institution are ineligible.
- Retired scientists who are still active in science must submit their application through an eligible UK institution.

The Royal Society recognises that diversity is essential for delivering excellence in science, technology, engineering and mathematics (STEM). The Society wants to encourage applications from the widest range of backgrounds, perspectives and experiences to maximise innovation and creativity in science for the benefit of humanity. We regularly review and revise processes to help ensure that all talented applicants have an equitable chance to succeed as per the assessment criteria. This includes ensuring all panel members are briefed on unconscious bias in decision making as part of our assessment process.

Support to applicants with disabilities: The Royal Society welcomes applications from scientists with disabilities and provides adjustments to ensure that they can participate fully in the selection process. If you need an adjustment when accessing the application form, attending interviews if applicable, or for any other part of the application process, please contact the [Grants team](#). Adjustments can include but not limited to:

- Extension of the deadline;
- Additional support to complete the application form.

The Grants team will be pleased to answer questions about eligibility and/or points covered in this section.

Host Organisation Eligibility

Eligible host organisations are a university or not-for-profit research institution. Ineligible organisations include industrial, private and commercial organisations, university spin-out companies, and governmental bodies. For information on eligible UK host organisations please see <https://royalsociety.org/grants-schemes-awards/grants/applications/>

Eligible Activity

- Applications have to be **new** collaborations. This scheme is not intended to be used to extend an existing or recent project or collaboration.
- Collaborations should be based on a single project.
- Project participants can include the applicant and co-applicant and also members of their teams. 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 such as PhD students or post-doctoral researchers.
- Applications can only support travel between the UK and the overseas collaborator's country/territory for the applicant, co-applicant and members of their respective team; costs for travel between a third country/territory are not eligible.
- Activities fundable under this scheme are as follows:

One-off visit collaborations

- One visit to be taken in either direction, i.e. either the applicant undertakes a visit to the overseas institution, or the co-applicant visits the UK institution.
- Visits to last between 1 week and 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 eligible consumables
 - or
 - b. 2 years with up to £12,000 available, £3,000 of which can be spent on eligible consumables.
- Visits must be bilateral, meaning that the applicant and co-applicant and/or project participants must undertake at least one visit to the overseas collaborating institution during the award period.
- Only participants based at the same institution and working within the applicant's or co-applicant's research team directly involved in the collaborative project are eligible to claim travel and subsistence against the award should the application be successful.

Eligible Costs

- Travel (incl. subsistence): up to £3,000 for 3 months, up to £6,000 for 1 year or up to £12,000 for 2 years' duration
- Consumables (incl. fieldwork) £0 for 3 months, up to £1,500 for 1 year or up to £3,000 for 2 years' project duration

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.

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.

Assessment Criteria and Review Process

Assessment Criteria

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

- the research background of the UK and overseas scientists;
- the strength of the scientists and institutions 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 International Exchanges Scheme are reviewed and assessed by two members of the selection panel who have the most appropriate scientific expertise using the criteria detailed above.

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

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

All applicants will be notified of outcomes via email.

Timetable

Round	Opening Dates	Closing Dates (15:00 UK time)	Latest Project Start Dates
2021/R2	Thursday, 15 April 2021	Thursday, 10 June 2021	Tuesday, 14 December 2021
2021/R3	Wednesday, 04 August 2021	Wednesday, 29 September 2021	Thursday, 10 March 2022

Participants

To complete and submit the application form, the lead applicant is required to invite the following individuals to complete their section of the application form (who must be listed under the Participants tab):

- 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

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

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

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

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

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

Please note that once an applicant submits an application on Flexi-Grant®, it is then directed to the designated Approver for the employing organisation at which the applicant has applied to host an award (see Application Approvals in the 'Application Guidance Notes' Section). It is recommended that referring and supporting participants fulfil their requirements **at least 5 working days** before the submission deadline (Thursday, 10 June 2021) to ensure there is sufficient time for organisational approval. The **UK Host Organisation** approver must approve the completed application by the submission deadline.

It is the applicant's responsibility to liaise with the UK Host Organisation's Approver and the 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, the UK Host Organisation's 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.

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

Re-opening the Application form to Participants

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

Research Support Role

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

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

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 international.exchanges@royalsociety.org or call +44 (0) 207 451 2532 or 2581.

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

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) and the Yusuf and Farida Hamied Foundation 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, the Yusuf and Farida Hamied Foundation, or an agent acting on their behalf, for reporting and evaluation purposes throughout the course of your funding and after its completion.

System Guidance Notes

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

Using Flexi-Grant®

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

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

All applications must be approved by the 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.

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

ORCID Identifier

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

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 (UK applicant/team leader)

Lead Applicant Career Summary (UK applicant/team leader)

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

Research Proposal

Data Management and Data Sharing

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 the 'Application Guidance Notes' Section.

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 award can be hosted within their organisation, confirm that there is the capacity to deliver the proposed research and assure the proposed budget is appropriate and eligible for the scheme.

You will only be able to submit your application for approval by the UK Host Organisation’s Approver once all sections of the application form have been marked as complete and all participants have marked their work as complete AND have submitted their section. The UK 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 the following guidance notes carefully as you complete the form. In the table below, each box represents a page of the application form; the left-hand column contains the questions within each of these pages as set out in the form; the right-hand column contains useful guidance on its completion.

Note that questions with * are mandatory fields.

Summary	
Summary page	<p>The summary page of the application form provides instructions for submission of your application for approval from the 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>
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 the ‘Eligibility’ Section 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 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 *	This field defaults to the account in which the application has commenced and is where all correspondence pertaining to the application throughout the application process will be sent. The applicant must therefore commence the application using the login email address used to register a user account on Flexi-Grant®.

Applicant [and Co-Applicant] Career Summary	
Full name *	Please enter your full name, including title. [Co-applicant only]
Title of Current Position *	Please state the title of your current position.
Current Employer *	Please enter the official organisation name of your current employer (e.g. University of Bath).
Current Department *	Please enter details of your current department (e.g. Department of Astrophysics).
Country/Territory *	Please select the country/territory where your current employer (or last employer if currently unemployed or on leave) is based. [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.
Field of Specialisation *	Enter details of your field(s) of specialisation. (Maximum 20 words)
Summary of Your Current Research *	Provide an outline summary of your current research. Please also include a brief comment on the strength of your organisation. (Maximum 200 words)
PhD Award Date *	Please enter the date that you were awarded your PhD. If you have not received your PhD, please enter your expected completion date.
Applicant Career History *	<p>Please provide a full list of your appointments since your PhD in reverse chronological order stating if part-time (and percentage part-time) when necessary.</p> <p>The depth of information you provide is up to you, but this will represent you under assessment and so it is worth including as much good evidence for your academic merit as possible.</p> <p>Note: You can retrieve your career history information from your profile to complete this section of the application form using your ORCID identifier.</p>

<p>Applicant Qualifications *</p>	<p>Please list all your qualifications in reverse chronological order.</p> <p>The depth of information you provide is up to you, but this will represent you under assessment and so it is worth including as much good evidence of your academic merit as possible and as appropriate for the funding for which you are applying.</p> <p>Note: You can retrieve your qualification information from your profile to complete this section of the application form using your ORCID identifier.</p>
<p>Impact of Covid -19</p>	<p>The Society appreciates that the impact of the coronavirus pandemic on researchers and their work will be varied. Please provide a summary of how the pandemic has affected your research activities</p> <p>This can include but is not limited to: delays in publishing/submitting a key paper(s) (please note pre-prints can be included in your publications list), pause on experiments/research plans, reduced ability to work due to additional caring responsibilities.</p> <p>(Maximum 500 words)</p>
<p>List your Key and/or Relevant Publications *</p>	<p>Please provide details of authors, titles and references of your best publications in refereed journals, in reverse chronological order. You should choose not only the best but also those most relevant to the application to support your case. Please note that publications will be reviewed on the basis of scientific content, rather than publication metrics or the identity of the journal.</p> <p>Most significant publications - Please identify with asterisks (*) up to five publications which you consider to be most significant.</p> <p>Your list should have three sections: (i) refereed papers in primary journals, (ii) contributions to symposia and compiled volumes (refereed only); and (iii) preprints.</p> <p>For publications arising from large collaborative programmes clearly specify the exact role and contribution made towards large collaborative research programmes that have resulted in multi-authored publications.</p> <p>If your field of research differs in any way from normal conventions, e.g. lead author, first author, and publications in journals being the main gauge of success, please provide a brief explanation at the top of your publication list.</p> <p>If appropriate, give the publisher or where each publication may be obtained, providing a URL if available. Citations for preprints must state "Preprint", the repository name and the articles persistent identifier (e.g. DOI).</p> <p>Note: You can retrieve your publications to complete this section of the application form using your ORCID identifier.</p>
<p>Applicant Research Funding *</p>	<p>Please list your current and previous research funding in reverse chronological order.</p>

	<p>The depth of information you provide is up to you, but this will represent you under assessment and so it is worth including as much good evidence for your academic merit as possible and as appropriate for the funding for which you are applying.</p> <p>Note: You can retrieve your information from your profile to complete this section of the application form using your ORCID identifier.</p>
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Research Proposal	
Project Title *	Please give the full title of your proposed project. (Maximum 20 words)
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 mentioned on page 3.
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. (Maximum 250 words)
Lay Summary *	Please provide a lay summary of your proposed project. This should be understandable by a layperson. Explain why you have chosen to work in this subject area and what it is about your proposed research that you find particularly exciting, interesting or important. If applicable, please also explain the potential impact or wider benefits to society of your research. (Maximum 250 words)
Research Proposal *	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. (Maximum 500 words)
Participants *	<p>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. (Maximum 200 words)</p> <p>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.</p>

Benefits to individuals/ institutions *	<p>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.</p> <p>Please comment on the added value of the collaboration, and the intentions for sustaining the partnership in the longer term. (Maximum 200 words)</p>
Benefits to UK *	Describe any potential benefits to the UK and UK research that will result from the proposed project. (Maximum 200 words)
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. (Maximum 200 words)

Data Management and Data Sharing	
<p>The Royal Society supports science as an open enterprise and is committed to ensuring that data outputs from research supported by the Society are made publicly available in a managed and responsible manner, with as few restrictions as possible. Data outputs should be deposited in an appropriate, recognised, publicly available repository, so that others can verify and build upon the data, which is of public interest. To fully realise the benefits of publicly available data they should be made intelligently open by fulfilling the requirements of being discoverable, accessible, intelligible, assessable and reusable.</p> <p>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:</p> <ul style="list-style-type: none"> • 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 *	<p>If the proposed research will generate data that is of significant value to the research community, then please provide details of your data management and sharing plan.</p> <p>(Maximum 200 words)</p>
Fieldwork *	Will you be conducting fieldwork as part of your research? Yes/No *

Fieldwork	Please provide all details of any proposed fieldwork to be carried out. Please ensure you provide details of location, duration and justification for the fieldwork.
Fieldwork (Upload only)	<p>Please upload documents related to the following (if applicable):</p> <ol style="list-style-type: none"> 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.

As a funder of research, the Society takes its responsibilities towards the UK Animals (Scientific Procedures Act) 1986 seriously and requires applicants to consider the questions below when preparing grant applications that include the use of animals.

Does your proposal involve the use of animals or animal tissue? *	Select 'Yes' or 'No'. If you have selected 'Yes' it is mandatory to complete all of the relevant questions on the Use of Animals in Research page.
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Experimental Design Assistant

The Royal Society recommends that applicants use the [Experimental Design Assistant](#) (EDA), which is a free resource from the NC3Rs to support researchers in the planning of animal experiments. This will help to facilitate robust study design and reliable and reproducible findings.

The EDA helps applicants build a machine-readable diagram representing their experimental plan, following capture of their methodology, and allows the applicant to then generate a PDF report which provides a transparent description of the experimental design in a standardised format, which can be uploaded to the application form.

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

Use of Human Participants and Tissue

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

Financial Details	
Duration *	Specify the duration of your project: 3 months, 1 year or 2 years.
Budget Table *	<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>
Justification for Consumables (incl. fieldwork) *	<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 2021, Rome, £600; Professor Rossi: 3 months, April 2021, UK, £900 etc..</p>

Applicant Declaration *

Please declare that:

You have read the Terms and Conditions of Award under which Royal Society grants are awarded and, if a grant offer is made, you agree to abide by them. The Terms and Conditions for Royal Society applications can be found at <https://royalsociety.org/grants-schemes-awards/grants/international-exchanges/>.

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*

The lead applicant/co-applicant must invite both Heads of Department from the overseas and UK organisations to provide their support.

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."

Diversity Monitoring

Diversity Monitoring

The Royal Society is committed to promoting diversity in UK science, technology, engineering, mathematics, and medicine (STEMM) by seeking to increase participation from under-represented groups. Please help us to monitor how effectively we are doing this by providing the requested information. All questions are mandatory. The information provided will form a confidential statistical record in accordance with the General Data Protection Regulation (GDPR) and will not be used for any purpose other than analysis of the Society's activities.

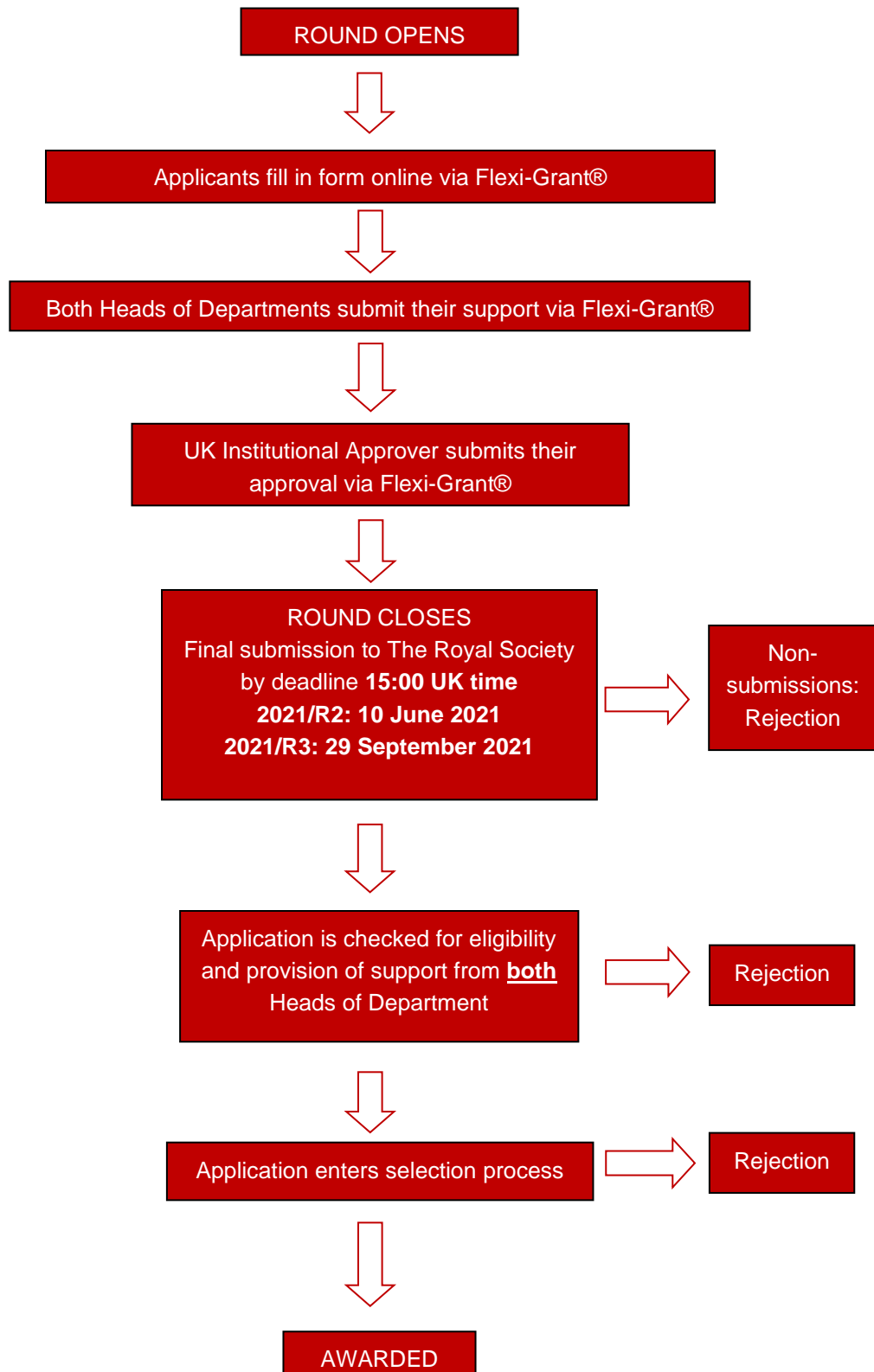
This information will be kept separately from the rest of your application and will not be seen by those involved in the selection process, including referees etc.

You must either complete the form or tick the boxes stating that you 'prefer not to say'. If you do not select a box for each question, the system will regard your application as incomplete and will not allow you to submit it.

Please note, that where an application contains applicant and co-applicant(s) details, all applicants will be expected to complete the diversity monitoring form.

The lead applicant and co-applicant(s) are restricted to completing and viewing the diversity monitoring form that is relevant to them as individuals. You are not permitted to view the information provided by the other under this section of the application.

Appendix 1: Application and Review Process



Conditions of Award

Royal Society Funding Schemes

These Conditions of Award set out the standard terms and conditions for Royal Society Awards. The Conditions of Award should be read in conjunction with the Letter of Offer and the Royal Society [Policy and Position Statements](#) applicable to Award Holders, which together set out the Terms and Conditions of the Award. The Policy and Position Statements may be updated periodically.

The Host Organisation must ensure that the Award Holder, others supported by the Award and collaborators are made aware of their responsibilities and comply with the Terms and Conditions. Failure to comply with the Terms and Conditions will lead to termination of the Award and, in accordance with paragraph 18(b) of the Conditions of Award, the Royal Society reserves the right to recover grant monies in part or in full.

In accordance with paragraph 18(a), the Royal Society reserves the right to vary the Conditions of Award at any time without prior notification.

1. Definitions

- a. **The Royal Society:** the Royal Society ('the Society', a charity registered in England with number 207043), acting through its Council, who are Trustees of the Society under charity legislation.
- b. **Award:** the grant provided by the Royal Society to support for a proportion of the full costs of a Research Project or Fellowship as specified in the Letter of Offer.
- c. **Award Holder:** the person or persons to whom the grant has been awarded and who has responsibility for the intellectual leadership and overall management of the Research Project or Fellowship named in the Letter of Offer. Where there is more than one Award Holder, references in these Conditions of Award to 'Award Holder' shall refer to all of them.
- d. **Award Period:** the period of the Award as set out in the Letter of Offer, commencing on the start date confirmed by

the Host Organisation in the manner indicated by the Society and any partner funders.

- e. **BEIS:** the Department of Business, Energy and Industrial Strategy and any successor department of the UK Government.
- f. **Bullying and Harassment:** Bullying is defined as the use of offensive, intimidating, malicious or insulting behaviour, to threaten or undermine an individual and/or their rights. Harassment is defined as unwanted physical, verbal or non-verbal conduct that violates an individual's dignity, or creates an intimidating, hostile, degrading, humiliating or offensive environment.
- g. **Data:** includes computational or curated data, and data that are produced by an experimental or observational procedure.
- h. **Fellowship:** An Award providing a contribution to the support of a named individual and their personal research programme, as outlined in the Letter of Offer.
- i. **Financial Statement:** a document to be prepared by the Host Organisation and submitted to the Society that sets out, (i) the actual expenditure incurred by the Host Organisation and any collaborative partners during the Award period, (ii) the total amount awarded and received from the Royal Society in respect of the Award, and (iii) any additional information that the Society requests from the Host Organisation.
- j. **Flexi-Grant®:** the Society's online grants and awards management system.
- k. **Host Organisation:** the UK University, institution, research council or other body at which some or all of the research funded by the award will be carried out or which employs one or more of the Award Holders, and which takes responsibility for the management of the Project or Fellowship and the accountability of funds provided in accordance with the Terms and Conditions.
- l. **Intellectual Property:** includes all inventions, discoveries, materials, technologies, products, data, algorithms, software, patents, databases, copyright and trade secret.
- m. **Letter of Offer:** the letter from the Society and any partner funders to the Award Holder specifying the value and tenure of the Award.
- n. **No-Cost Extension:** an extension of the Award Period beyond the original award end date without any additional

- financial cost – to the Society or increase in the value of the Award.
- o. **Policy and Position Statements:** a series of short and concise statements that articulate the policy and position of the Society on a range of topics that have direct relevance to both the Host Organisation and Award Holder and are a component of the Terms and Conditions.
- p. **Report:** a form on which the Host Organisation reports on the activities undertaken during the Award Period that must be completed by the Award Holder and submitted to the Society or its partners as stipulated within the Letter of Offer.
- q. **Research Project:** as outlined in the Letter of Offer.
- r. **Research Misconduct:** includes the fabrication, falsification, or plagiarism in proposing, performing, or reviewing research or in reporting results, misrepresentation, mismanagement or inadequate preservation of data and/or primary materials, making up data or results and recording and reporting them, such that the research is not accurately represented in the public research record.
- s. **Society:** the Royal Society, a charity established and incorporated by Royal Charter and registered in England with charity number 207043.
- t. **State Aid Laws:** the law embodied in Articles 107-109 of section 2, Title VII of the Common Rules on Competition, Taxation and Approximation of Laws – Consolidated Versions of the Treaty on European Union, the Treaty for the Functioning of the European Union, the General Block Exemption Regulation and any UK law which replaces such laws following the UK's exit from the European Union.
- u. **Terms and Conditions:** the Letter of Offer, these Conditions of Award and the Royal Society Policy and Position Statements which apply to the Award.
- v. Except where the context requires otherwise, any terms defined in the Letter of Offer and Policy and Position Statements shall have the same meaning in these Conditions of Award.
- 2. Value and use of the Award**
- a. The Award Holder and the Host Organisation agree to comply with the Terms and Conditions.
- b. These Conditions of Award outline the funding arrangements between the Royal Society and the Award Holder. The Letter of Offer sets out any specific terms relating to the Award.
- c. The value of the Award is stipulated in the Letter of Offer. All payments of the Award to the Host Organisation will be in accordance with the Terms and Conditions.
- d. The Letter of Offer sets out the maximum value of the Award and the Society will not increase the value of the Award at a later stage.
- e. The Society will not pay out or arrange to defray money or for money to be defrayed to the Host Organisation in advance of need.
- f. The Host Organisation will return to the Society any amount of the Award which remains unspent at the end of the Award Period and the Society will be entitled to recover the same as a debt.
- g. The Host Organisation must ensure that the Award is used only by the Award Holder and for the activities specified by the Society in accordance with the Terms and Conditions.
- h. The Host Organisation will undertake suitable due diligence at regular intervals to assess the controls and systems of any partners not based in the UK. These assessments will be shared with the Royal Society upon request and should determine, relative to research risk:
 - i. The reliability, integrity and efficiency of the partners' controls, systems and processes, including compliance with the Conditions of Award, relevant legislation, regulations, rules, policies and procedures;
 - ii. Whether the partners can successfully deliver the relevant deliverables based on processes, past experience and whether they have sufficient staff capacity and capability available;
 - iii. The partners' ability to correctly manage and account for research monies and assess as well as its financial health.
- i. The Award must not be used to fund any activity other than as outlined in the application and Letter of Offer and, in particular, the Award must not be used to:
 - i. fund any activity that is not charitable under English law;
 - ii. fund any activity that may be political in intention, use or presentation, including any activity intended to influence or attempt to influence Parliament, government or political activity or legislative or regulatory action;

- iii. fund any activity that may propagate a particular religion;
- iv. fund any activity that may enable one part of government to challenge another on topics unrelated to the Project or Fellowship;
- v. petition for additional funding
- vi. fund any entertaining expenses specifically aimed at exerting undue influence to change government policy;
- vii. fund any input VAT reclaimable by the Host Organisation from HMRC;
- viii. fund interest payments or service charge payments for finance leases;
- ix. pay any gifts;
- x. pay any statutory fines, criminal fines or penalties, civil penalties, damages or any associated legal costs;
- xi. pay for works or activities which the Host Organisation has a statutory duty to undertake or that are fully funded from other sources;
- xii. pay bad debts to related parties;
- xiii. fund any payment for unfair dismissal or other compensation; and
- xiv. fund the depreciation, amortisation or impairment of assets owned by the Host Organisation.

3. Employment

- a. The Society will not become an employer of the Award Holder or any other third party as a result of the provision of this Award. In all cases where support is provided by the Award for the employment of staff, the Host Organisation must issue a contract of employment which is in compliance with relevant laws and regulations.
- b. The Host Organisation must adopt the principles, standards and good practice for the management of research staff set out in the Concordat to Support the Career Development of Researchers (2019) and subsequent amendments. Research staff should be appointed on terms that are no less favourable than those of comparable posts in the Host Organisation.
- c. The Host Organisation and Award Holder are expected to ensure that equality, diversity and inclusion is considered and supported at all stages throughout the performance of the Award, in line with the Society's position statement on diversity. The approach to supporting equality, diversity and inclusion is expected to exceed all relevant legal obligations, including but not limited those of the UK's Equality Act 2010 and the Modern Slavery Act 2015.

4. Duty of Care and Safeguarding

- a. The Host Organisation and the Award Holder shall:
 - i. take reasonable steps to prevent actual, attempted or threatened exploitation, abuse or harassment by its employees;
 - ii. take reasonable steps to ensure that individuals are enabled to report concerns and complaints of actual, attempted or threatened exploitation, abuse or harassment;
- b. The Host Organisation shall adopt and follow robust procedures for the reporting and investigation of actual, attempted or threatened exploitation, abuse or harassment by its employees, including reporting such matters to the relevant authorities.
- c. The Award Holder shall comply with the Host Organisation's policies and procedures in relation to preventing exploitation, abuse and harassment at all times, including reporting such matters to the Host Organisation and any relevant authorities.
- d. The Host Organisation and the Award Holder shall, to the extent permitted by law, report to the Society any complaints of actual, attempted or threatened exploitation, abuse or harassment where the complaint is relevant to the activities funded by the Award; such reports shall include an outline of the complaint and details of the action being taken by the Host Organisation and/or Award Holder, but shall not be required to include any identifying personal data.
- e. The Host Organisation and Award Holder acknowledge that the Society is under an obligation to report to BEIS if the Society becomes aware of any complaints of actual, attempted or threatened exploitation, abuse or harassment in relation to the Award Holder or the Host Organisation, where the complaint is relevant to the activities funded by the Grant. The details of such complaints will not be disclosed.

5. Research Management

- a. Unless otherwise stated, all awards must be held in a UK University or not-for-profit research organisation.
- b. It is the responsibility of the Host Organisation and the Award Holder to ensure that the Research is organised and undertaken within a framework of best practice that recognises the various factors that may influence or impact on a research project.
- c. The Host Organisation must meet the requirements of the Concordat to Support Research Integrity (2019) and

- subsequent amendments and must have in place formal procedures for governing good research practice and for handling and reporting allegations of scientific fraud or research misconduct.
- d. The Host Organisation and Award Holder must ensure that where the Research is being conducted collaboratively, and particularly within interdisciplinary or international partnerships, there is a clear Collaboration Agreement in place which articulates the standards and frameworks that will apply to the work, following the principles outlined in Centre for the Protection of the National Infrastructure guidelines on Trusted Research. For any breaches of the Terms and Conditions, whether by the Award Holder, the Host Organisation or a partner, the Award Holder and Host Organisation will be held accountable.
- e. The Host Organisation and the Award Holder must ensure that, before the research commences and during the full Award Period, all the necessary ethical, legal and regulatory requirements in order to conduct the research are met, and all the necessary licences and approvals have been obtained.
- f. The Host Organisation and the Award Holder must ensure that research involving the use of animals falls within the regulations laid down in the UK Animals (Scientific Procedures) Act 1986 and subsequent amendments. Any element of research funded by the Award that is conducted outside the UK must, as a minimum standard, be conducted in accordance with the principles and standards of UK legislation.
- g. The Society endorses the principles and aims of the National Centre for the Replacement, Refinement and Reduction of Animals in Research (NC3Rs) which means that every effort must be made to replace the use of live animals with non-animal alternatives; to reduce the number of animals used in research; and refine procedures so that the degree of suffering for animals is kept to an absolute minimum. The Host Organisation and the Award Holder must adopt the principles and aims of the NC3Rs.
- h. In the case of research involving the use of animals, the Award Holder must inform the Society that animals will be used in the research and inform the Society as soon as possible of any significant increase to the number of animals used or a change in the species from that which was originally supported by the Award.
- i. The Host Organisation is responsible for ensuring that a safe working environment is provided for all individuals associated with a research project and must meet all regulatory and legislative requirements as recommended by the Health and Safety Executive and will include appropriate care where researchers are working off-site.
- j. The Host Organisation and the Award Holder must ensure that the Research is carried out in accordance with all applicable ethical, legal and regulatory requirements including but not limited to relevant provisions of the General Data Protection Regulation, the Data Protection Act 2018, the Bribery Act 2010 and the Fraud Act 2006.
- k. The Award Holder must declare to the Society any personal, business or professional activity which conflicts or could conflict with the activities funded by the Award.
- 6. Administration**
- a. The Host Organisation must ensure that sufficient resources are provided to support the activities described in the Letter of Offer. This includes adequate office and laboratory space and access to essential equipment and facilities.
- b. It is the responsibility of the Host Organisation and Award Holder to inform the Society of any significant changes that will affect the delivery of the Award. Any changes must be submitted to the Society at least one (1) month before the changes are due to take effect.
- c. The Host Organisation and/or Award Holder must notify the Society as soon as reasonably possible of long-term absence. The Award will be placed in abeyance for the duration of Award Holder's absence and managed in line with the Society's policy on leave and flexible working.
- d. Whilst in abeyance, no further payments will be made to the Host Organisation in respect of the Award.
- e. Following notification of a period of absence, it is the responsibility of the Host Organisation and the Award Holder to notify the Society of the planned date for return. The Award Holder and Host Organisation must confirm or notify the Society at least 30 days prior the planned return date.
- f. Changes to the Award Holder are not permitted and, in the event of resignation or other termination of employment, the Award will be automatically terminated unless a transfer is agreed in accordance with (g) below.
- g. Where an Award Holder moves to a new organisation eligible to be the Host Organisation, the Award may be transferred to a new Host Organisation subject to prior written approval from the Society and a written

agreement between the current and new Host Organisations. The value of the award will not be revised following transfer.

7. Reporting

- a. The Award Holder must submit a final Report and Financial Statement on the research funded by the Award within three months of the end of the Award Period.
- b. If there are exceptional reasons that will prevent submission of the final Report within the period allowed, a written request for an extension may be submitted no later than ten (10) working days before the due date.
- c. The Society may, at its discretion, require repayment of all payments made under the Award if the final Report and Financial Statement have not been submitted within six (6) months of the end of the Award Period.
- d. The Award Holder must submit interim Reports as outlined in the Letter of Offer.
- e. The Society reserves the right to require the Host Organisation to complete and submit an interim Financial Statement for a financial year (1st April to 31st March) at any time during the course of the Award, or to provide supplementary information in support of an interim or final Financial Statement.
- f. All Reports and Financial Statements shall be in the format required by the Society and shall, in particular, include a summary of the spend to date and progress on the aims of the Award and a summary of the outputs from the Award to date.
- g. The Society may, at its discretion, request further information from the Award Holder and/or the Host Organisation at any time in relation to the Award and its expenditure, and the Award Holder and/or the Host Organisation shall comply with any such requests, in particular where details of expenditure by partners is required.
- h. It is the responsibility of the Award Holder to submit satisfactory Reports as required. Failure to submit a Report that has been deemed as satisfactory by the Society can result in the Award payments being suspended or withdrawn.
- i. In the event that interim Financial Statements or Reports are delayed or not submitted, the Society will place an Award in abeyance until the Society is satisfied that any outstanding Reports or other information have been

submitted. Whilst in abeyance, no further payments will be made to the Host Organisation in respect of the Award.

- j. The Award Holder will not be able to apply or be considered for Royal Society funding while any outstanding reports are overdue.
- k. The Award Holder or the Host Organisation must inform the Society without delay of:
 - i. any factors that may adversely affect the Award activities;
 - ii. any factors that may adversely affect the reputations of the Host Organisation, Award Holder and/or the Society;
 - iii. any change to the status of the Award Holder or the Host Organisation or the status of any other participant;
 - iv. any financial or other difficulties experienced which might affect the ability of the Host Organisation or the Award Holder to comply with the Terms and Conditions;
 - v. any significant divergence from the original aims and directions of the research project that is being funded by the Award;
 - vi. any cessation and event or circumstance that is likely to affect the overall delivery of the project. This includes (but is not limited to) suspicion of or actual fraud, corruption, financial impropriety, research misconduct, bullying or harassment.

8. Financial Management

- a. The Host Organisation must ensure proper financial management of the Award, including by collaborative partners, and accountability for the use of public and charitable funds and ensure that formal audit standards and procedures exist for maintaining appropriate anti-fraud and corruption controls in accordance with the Fraud Act (2006). Any fraud or theft associated with the Award must be notified to the Society immediately. The Host Organisation shall provide the Society with details of the steps being taken to investigate and shall keep the Society informed about the progress of any such investigation.
- b. Written permission must be gained from the Society for transfers between the following budget headings:
 - i. Salaries, stipends, fees, and on-costs;
 - ii. Items of equipment over the value of £10,000;
 - iii. Estates, indirect costs or overheads.

Transfers of funds between all other budget headings are permitted without seeking prior consent from the Society.

- c. Funds must not be transferred to create new posts without prior approval from the Society.
 - d. Funds can only be transferred and used to meet the cost of activity or activities that meet the agreed aims and objectives of the Research and must not be used to meet costs on any other Award or activity.
 - e. While approval does not need to be sought to transfer funds (except for specific exclusions), the Society reserves the right to query any expenditure outlined in the Final Financial Statement which has not been incurred in line with the Terms and Conditions, including any specific requirements outlined in the Letter of Offer.
 - f. The Host Organisation must ensure that any costs covered by the Award do not duplicate, and are not duplicated by, any other currently existing or future funding award. Royal Society funding for posts cannot be used as replacement funding; appointments must be made that are in addition to any existing post.
 - g. The Host Organisation and Award Holder must ensure that Award funding is used in accordance with the Terms and Conditions. In the event that funding is not being used in accordance with the Terms and Conditions, the Society reserves the right to withdraw further support and recover from the Host Organisation all Award payments already made.
 - h. Subject to giving reasonable prior notice, the Society may at any time during the Award Period and up to six years after the end of the Award Period, inspect the premises where the Research takes place, conduct audits and request further information which it considers necessary. Such further information may include but is not limited to financial records and financial procedures associated with the Award, or to appoint any other body or individual for the purpose of such inspection. The Host Organisation and the Award Holder agree to grant the Society and any other body or individual acting on behalf of the Society access to such sites and information.
 - i. The Host Organisation must retain all invoices, receipts, accounting records and any other documentation relating to the expenditure of the Award for a period of six years from the end of the Award Period.
 - j. The Society reserves the right to ask the external auditors of the Host Organisation for a statement of account for the Award certifying that the expenditure has been incurred in accordance with the Terms and Conditions.
 - k. The Society is not obliged to make any further payments in respect of the Award once it has received the Final Financial Statement. The Society will reconcile the expenditure incurred against payments made to ensure that any underspend on the Award is returned to the Society. Any overspend must be met by the Host Organisation.
 - l. Travel costs are deemed as expenses for transportation, accommodation, subsistence and related items incurred by individuals permitted to undertake official business attributable to the award. Travel costs should be charged on the basis of actual costs; however, mileage-basis costs can be used where this is not possible using the official rate set by the Host Organisation.
 - m. Air travel paid in whole or in part with the Award should not exceed the standard class airfare (economy or equivalent). Where exceptions to this policy are requested, the Award Holder is expected to seek approval from the Society, with justification, prior to the purchase of tickets.
 - n. Where an Award is transferred to another Host Organisation or where an Award Holder resigns the Award, payments by the Society to the Host Organisation will be pro-rated up to the date of transfer or resignation.
 - o. The Host Organisation and the Award Holder must not create any charge, legal mortgage, debenture or lien of any Relevant Asset without the prior written consent of the Society.
 - p. The Host Organisation and the Award Holder will comply with all State Aid Laws or any successor legislation and provide such documentation to the Society as is necessary to ensure compliance.
- 9. Equipment**
- a. The Host Organisation must ensure that it has in place clearly defined procedures for the procurement of equipment, consumables and services provided by the Award, and it must comply with all relevant national legislation. Accepted procurement best practice must be observed through consultation of professionally qualified procurement staff where appropriate, and prior to a contract being placed with a supplier.
 - b. Upon request from the Society, the Host Organisation must make available full details of the procurement decision making process for any purchase relating to the Award.

- c. Equipment purchased or substantially improved using the Award must be used primarily to support the Award Holder's research. Items of equipment valued at £10,000 or less are the property of the Host Organisation.
- d. The Award Holder must gain the approval of the Society in advance to purchase any equipment with a value in excess of £10,000, or which will have a residual value of more than £5,000 at the end of the Award or to use any part of the Award to improve any equipment where the cost of doing so is in excess of £10,000. Where such a request for approval is made the Award Holder must provide the following information:
 - i. the purpose of the proposed purchase/improvement;
 - ii. the monetary value of the equipment; and
 - iii. such other information as the Society may request.
- e. The Society may approve the purchase of items referred to above, subject to such conditions as it may deem necessary.
- f. Any proposal to purchase an item of equipment or other asset within the last 6 months of an Award will require prior written approval from the Society. The Society will seek assurance that the item is essential to the research.
- g. Items of equipment purchased, developed or improved wholly or mainly by the Award and valued at greater than £10,000 will be the property of the Society until ownership is formally transferred, disposed or otherwise agreed, including where such equipment is being kept outside of the UK.
- h. If the need for equipment with a value above £10,000 diminishes substantially or it is not used for the purpose for which it was funded, the Society reserves the right to require the Host Organisation to dispose of the equipment and claim the proceeds of any sale.
- i. The Society may require any funded equipment to be transferred to another Host Organisation during the Award Period or within one year of the end of the Award Period. In particular, in the event that the Award Holder transfers to another Host Organisation during the Award Period, permission should be given for the equipment to be transferred accordingly at no cost and this permission should not be unreasonably withheld.
- j. The Host Organisation must ensure that any equipment purchased with the Award is appropriately insured and maintained throughout its useful life.

10. Data Protection

- a. As stipulated in the Society's [Privacy Policy](#), the Society, and where applicable any partner funders, will use information provided in the application for processing the application, making any consequential award, for the payment, monitoring, maintenance and review of the Award, and general Society business.
- b. To meet the Society's obligations for public accountability, the dissemination of information and monitoring and reporting, details of Awards may be made available on the Society's website and will be shared with the Society's funders, selected partners and third-party monitoring and evaluation contractors. The data may also be made available on any funding partner's website and other publicly available databases, and in reports, documents and mailing lists.
- c. During and following completion of the Award, the Royal Society may contact the Award Holder concerning funding opportunities or events, or for the purposes of monitoring and evaluation. In some instances the Royal Society may wish to authorise an affiliate person or organisation to contact the Award Holder on its behalf for evaluation purposes only, and that such parties will comply with their obligations under applicable data protection legislation (including the Data Protection Act 2018, the EU Privacy and Electronic Communications Regulation and the EU General Data Protection Regulation) that arise in connection with this activity.
- d. The Host Organisation and Award Holder acknowledge that the Society may, on request from BEIS or any of its agents, share contact details of the Host Organisation and Award Holder in order to enable BEIS to carry out an evaluation of funding provided to the Society.
- e. In the handling of data, all parties must comply with their obligations under applicable data protection legislation (including the UK Data Protection Act 2018, the EU Privacy and Electronic Communications Regulation and the EU General Data Protection Regulation) and that failure to do so and any related consequences will be the responsibility of the party that incurred the breach.

11. Data Management and Storage

- a. The Host Organisation and Award Holder are expected to adopt the principles, standards and good practice for the management of research staff set out in the Concordat on Open Research Data (2016) and subsequent amendments.
- b. The Society expects the Host Organisation and Award Holder to give careful consideration to their approach for

- managing and sharing data generated through the research to ensure it will benefit the wider research community, maximises public benefit and, where appropriate, make it openly available within a reasonable timeframe with as few restrictions as possible.
- c. The Society expects the Host Organisation and Award Holder to ensure that generated research data is managed within the constraints of relevant legal, ethical and regulatory frameworks, including protecting the confidentiality, privacy and consent of any individuals involved with the research.
 - d. The Society expects the Host Organisation and Award Holder to adopt best practice for data sharing, submitting generated datasets to an appropriate and openly available repository, ensuring that the data is accessible, assessable, useable and traceable.
 - e. The Society expects all Award Holders as users of research data to acknowledge the sources of their data and to abide by the terms and conditions under which they accessed the original data, ensuring that key data resources are preserved and maintained for use by the research community.

12. Publication and Publicity

- a. The findings from the research funded by the Award are to be made freely available to the broader scientific community as soon as possible. However, the publication or release of such findings may be reasonably delayed enabling protection of any intellectual property. It is the responsibility of the Award Holder and the Host Organisation to actively communicate the findings from the research to the public at the relevant local, national or international level.
- b. The Host Organisation and Award Holder are expected to adopt the principles, standards and good practice for public engagement set out in the Concordat for Engaging the Public with Research (2010). The Host Organisation must create an environment whereby public engagement is valued, recognised and supported, so that the principles of the Concordat are embedded into practice.
- c. The Award Holder must acknowledge the support of the Royal Society in reports or other published materials that arise from the research, and other forms of media communication, including media appearances, press releases and conferences, quoting the Award reference number where appropriate.

- d. The Host Organisation must ensure that it obtains the prior approval of the Society's Press and Public Relations Section on any press statements associated with the Award.
- e. The Royal Society is committed to the widest possible dissemination of research outputs through the Awards it supports and strongly encourages Award Holders to publish peer-reviewed articles, monographs and conference proceedings in Open Access journals. At a minimum, Award Holders are expected to follow "green" routes of Open Access but the Royal Society's preference is for publications to be made freely accessible at the point of publication.
- f. The Award Holder is expected to follow acknowledged good practice when publishing the results of their research as detailed in guidelines issued by, for example, the Committee on Publication Ethics, the Council of Science Editors and the ARRIVE guidelines.
- g. The Host Organisation and the Award Holder shall comply with all reasonable requests from the Society to facilitate visits, provide reports, statistics, photographs and case studies that the Society might be requested to share with BEIS in relation to the Award.

13. Intellectual Property and Commercial Exploitation

- a. Unless stated otherwise, the ownership of any Intellectual Property developed through the Award and responsibility for its identification, protection, management and exploitation rests with the Host Organisation.
- b. Where the Award is associated with more than one research organisation and/or partner, the terms of the collaboration between the organisations, including ownership of Intellectual Property and rights to exploitation, must be set out in a formal Collaboration Agreement. It is the Host Organisation's responsibility to ensure such an agreement is in place by the commencement of the Award and follows the principles on international research collaboration outlined by the Centre for the Protection of the National Infrastructure guidelines on Trusted Research.
- c. It is the responsibility of the Host Organisation and all engaged in the research to make every effort to ensure that any potentially valuable results obtained in the course of the research are appropriately protected and exploited and used to the benefit of society and the economy.
- d. In exceptional cases, the Society reserves the right to require the Intellectual Property developed through the

Award to be promptly assigned to the Society or a third party and arrange for its exploitation for national benefit and that of the Host Organisation and partners involved.

14. Insurance and Security

- a. It is the responsibility of the Host Organisation and Award Holder to ensure that appropriate insurance is obtained for any individual employed on the Award, including students, who intend to undertake Overseas Travel, Fieldwork, Secondments or Sabbaticals during the Award Period.
- b. The Award Holder is expected to comply with the Host Organisation's guidelines on Overseas Travel and Safety in Fieldwork, particularly for high risk countries. The Society will not be held liable for the health, safety and security of the Award Holder or individuals employed by the Host Organisation and funded using the Award.

15. National Security

- a. The Award Holder and Host Organization shall have full regard to the National Security considerations set out in the Grants Functional Guidelines published by the UK Government Cabinet Office, as may be amended from time to time and shall ensure that the activities conducted with the Award do not prejudice compliance with the Grants Functional Guidelines.
- b. The Award Holder and the Host Organisation shall report to the Society as soon as possible after the Award Holder or Host Organisation become, or are made aware of, national security concerns arising in relation to the Award Holder, Host Organisation or the Award including any breach of suspected breach of paragraph 15(a).

16. Environmental

- a. The Award Holder and the Host Organisation shall comply with BEIS's environmental policy, which is to conserve energy, water, wood, paper and other resources, reduce waste and phase out the use of ozone depleting substances and minimise the release of greenhouse gases, volatile organic compounds and other substances damaging to health and the environment.
- b. The Award Holder and the Host Organisation shall pay due regard to the use of recycled products, so long as they are not detrimental to provision of the activities under the Award or to the environment, to include the use of all packaging, which should be capable of recovery for re-use or recycling.
- c. The Award Holder and Host Organisation shall take all possible precautions to ensure that any equipment and

materials used in the activities funded by the Award do not contain chlorofluorocarbons, halons or any other damaging substances, unless unavoidable, in which case the Society should be notified in advance of their use.

- d. The Award Holder and Host Organisation shall endeavour to reduce fuel emissions wherever possible.

17. Limitation of Liability

- a. The Society and any of its partners accept no responsibility for costs or liabilities arising from the research funded by the Award, other than those set out in the Terms and Conditions or otherwise agreed in writing.
- b. The Host Organisation and the Award Holder will jointly and severally indemnify the Society against any liability incurred by it howsoever arising for the breach by either the Host Organisation or the Award Holder of the Terms and Conditions or in relation to any other claim (whether under any statute or regulation or at common law) for which the Host Organisation or the Award Holder may be liable (whether as an employer or otherwise).

18. Variation, Suspension and Termination

- a. The Royal Society reserves the right to amend the Terms and Conditions (including these Conditions of Award, the Policy and Position Statements, and any terms and conditions in the Letter of Offer) at its absolute discretion. Any change to the Conditions of Award or the Policy and Position Statements will be notified on the Society's website.
- b. The Society reserves the right to terminate or suspend the Award at any time, subject to reasonable notice. If an Award is terminated or reduced in value, no liability for payment of redundancy pay or any other compensatory payment for the dismissal of staff funded by the Award will be accepted by the Society and the Host Organisation will fully indemnify the Society in respect of any claims brought against the Society in this regard.
- c. Without prejudice to all other rights and remedies, the Society may at its discretion withhold or suspend payment of any Award and/or require repayment of all or part of any Award if:
 - i. the Host Organisation and/or Award Holder uses any part of an Award to fund activities other than those outlined in the Terms and Conditions or for any purpose which is not charitable under the laws of England and Wales;
 - ii. the Society is not satisfied with the content of any written report or such written report is not submitted

- within the timeframes set out in the Letter of Offer and these Conditions of Award;
- iii. the Society, acting reasonably, does not believe that the outputs of the Award will be met;
 - iv. the Host Organisation and/or Award Holder obtains funding from a third party which, in the reasonable opinion of the Society, is likely to bring the reputation of the work of the Host Organisation, Award Holder or the Society into disrepute;
 - v. the Host Organisation and/or Award Holder provides the Society with any materially misleading, inaccurate or false information;
 - vi. the Award Holder, any person working on the Award or any member of the governing body, employee or volunteer of the Host Organisation has:
 1. acted dishonestly or negligently at any time and directly or indirectly to the detriment of the work of the Host Organisation and/or Award Holder in relation to the activities outlined in the Terms and Conditions; or
 2. taken any actions which, in the reasonable opinion of the Society bring or are likely to bring the name or reputation of the Society into disrepute including through non-compliance with the Equality Act 2010;
 - vii. the Host Organisation or any of its collaborative partners on the Award cease to operate for any reason, or pass a resolution (or any competent jurisdiction makes an order) that it be wound up or dissolved (other than for the purpose of a bona fide and solvent restructuring or amalgamation);
 - viii. the Host Organisation or any of its collaborative partners become insolvent, or declared bankrupt, or placed into receivership, administration or liquidation, or a petition has been presented for its winding up or it enters into any arrangement or composition for the benefit of its creditors, or it is unable to pay its debts as they fall due; or
 - ix. the Host Organisation and/or Award Holder fails to comply with any of the Terms and Conditions.
- d. In the event that the Society's funding is reduced or withdrawn by the UK Government or if the Society should enter into administration, the Society reserves the right to terminate or reduce in value any awards with immediate effect with no liability for any further Fellowship or Award payments. The Host Organisation will fully indemnify the Society in respect of any claims brought in this regard.
- e. Wherever under the Terms and Conditions any sum of money is recoverable from or payable by the Host Organisation or the Award Holder (including any sum that the Host Organisation or Award Holder is liable to pay to

the Royal Society in respect of any breach of the Terms and Conditions), the Royal Society may deduct that sum from any sum then due or which may later become due to the Host Organisation and/or Award Holder under the Terms and Conditions or under any other agreement or contract with the Royal Society.

19. Governing law and Jurisdiction

- a. The Terms and Conditions (including these Conditions of Award and the Letter of Offer) will be governed by the laws of England and Wales. All matters relating to the Terms and Conditions will be subject to the exclusive jurisdiction of the courts of England and Wales.
- b. If any provision of the Terms and Conditions is found by a court or other legitimate body to be illegal, invalid or unreasonable, it will not affect the remaining terms and conditions which will continue in force.

Appendix – Studentships

The terms and conditions outlined above also apply to postgraduate studentships that are associated with a holder of a Royal Society Award (the Award Holder). In addition, the following terms and conditions are specific to studentships.

1. Supervision of Students and Annual Reporting

- a. Students will be supervised by the Award Holder.
- b. Where the Award Holder has not previously supervised a PhD student, additional supervisory or tutorial support will be arranged for the student by the Host Organisation.
- c. Progress on the studentship should be monitored by the Host Organisation through the normal institutional arrangements. It is expected that as part of these arrangements, the student will be subject to a viva at the end of the first year and that continuation of the studentship will be subject to successful performance at this point.
- d. Research students are expected to submit an annual report to the Society outlining their progress on the anniversary of the start date of their PhD studentship, the first report to be submitted after the successful completion of the first year viva.
- e. It is the responsibility of the Award Holder to ensure that the report has been submitted, failure to submit an annual report within 30 days of the due date may result in further funding for the studentship being withdrawn.

2. Responsibilities of the Host Organisation

- a. It is the responsibility of the Host Organisation to select, administer and supervise the postgraduate student throughout their studentship. The Host Organisation must register the candidate for a PhD studentship. The Host Organisation must ensure that the PhD student receives the same support, benefits and conditions as other PhD students in the organisation.
- b. The Host Organisation must ensure that adequate facilities and resources are made available for the research training.
- c. It is the responsibility of the Host Organisation to ensure that a safe working environment is provided that meets the requirements of Health & Safety legislation, and any other legislation concerning the health, welfare and rights of students, including the Data Protection Act.
- d. The Host Organisation must ensure that the student's project is within the funding remit of the Society.

- e. The Award Holder must seek prior approval from the Society before appointing a student.
- f. The Host Organisation must ensure that the research supported by the Award complies with all relevant legislation and Government regulation, including that introduced while work is in progress.
- g. In the event that the student appointed is an international student, it is the responsibility of the Host Organisation to ensure that appropriate arrangements are made with respect to acquiring the appropriate visa. The Society will not act as sponsor.

3. Studentship Funds

- a. The Host Organisation is responsible for ensuring the proper financial management of the studentship. Host Organisations are expected to take reasonable steps to recover monies paid to students in advance who leave or whose studentship is terminated.
- b. Studentship funds may be used for student stipends, University fees and, if awarded, project related research costs and the costs of research training (for example, travel and conference attendance).
- c. Studentship funds (stipend and University Fees) include a provision for inflation based on the GDP Deflators published by HM Government. The value of the studentship may be varied by the Society during the lifetime of the studentship in accordance with the deflators or to take into account any other Government decisions affecting the funding available to the Society.
- d. Award funds cannot be used to meet the costs of any activity that will fall beyond the actual end date of the studentship without prior written permission of the Society.
- e. Studentships must be held full-time and not on a part time basis and should not run beyond the end date of the Award Holder's award under which the studentship was awarded.
- f. In the event that the research student does not complete the PhD, no further payments will be made to the Host Organisation with respect to the PhD studentship and any unspent funds will need to be returned by the Host Organisation to the Society.

4. Extensions, Suspensions and Terminations of Studentships

- a. It is the responsibility of the Host Organisation to make suitable arrangements for dealing with absences of students for illness, maternity leave, paternity leave,

additional paternity leave, adoptive leave, extended jury service and holidays.

- b. The Host Organisation must ensure that it informs the Society of unauthorised absences by students, so that future payments may be stopped and those already made in advance can be recovered.
- c. The period of a student's support may be extended at the Host Organisation's discretion to offset a period of genuine absence. The Host Organisation must cover the cost of this period.
- d. In the event that the Society's public funding is reduced or withdrawn by Government or if private sources of funding are reduced or withdrawn, we reserve the right to terminate any awards with no liability for any further Fellowship, Award or Studentship payments or for any payment of redundancy pay or any other compensatory payment for the dismissal of staff funded by the Award. The Host Organisation will fully indemnify the Society in respect of any claims brought against the Society in this regard.

5. Student Transfers

- a. In the event of an Award Holder (i.e. the student's Supervisor) moving Host Organisation, it is the responsibility of the Host Organisation to provide alternative supervision of the student. If the student wishes to transfer Host Organisations with the Award Holder then agreement between the Host Organisations concerned must be arranged and agreed, and the Society informed well in advance. Arrangements for such a transfer will include transfer of the relevant funds.
- b. The Award will not be amended to take account of the transfer of a student from one Host Organisation to another, or from one department to another within the Host Organisation.
- c. The Society should be notified in writing of Award Holders or students whose Awards have been terminated.
- d. All Award transfers or extensions require written approval from the Society in advance of being formally agreed by the Host Organisation, so that appropriate arrangements can be made for transfer of funds.