



Newton International Fellowship Scheme 2020

The following scheme notes set out the eligibility and application process of the Royal Society Newton International Fellowship. Please read through the entire document before proceeding with an application.

1. Overview

Background

The Newton International Fellowship Scheme was established in 2008 to select the very best early career postdoctoral researchers from all over the world, and enable them to work at UK research institutions for two years. Newton International Fellowships are made available by the Royal Society, British Academy and Academy of Medical Sciences.

Since 2015, additional Fellowships have been supported through the [Newton Fund](#) specifically for applicants from Newton Fund partner countries. This initiative aims to develop long-term sustainable growth and welfare of partner countries through building research and innovation capacity, and forms part of the UK's Official Development Assistance commitment. Newton Fund countries include Brazil and Turkey.

In addition to the Newton International Fellowships, the K.C. Wong Education Foundation have generously provided the Royal Society with private funding to support additional Fellowships; candidates for which will be selected from the applications submitted to the Newton International Fellowship scheme. Due to the limited budget of the Newton International Fellowship scheme, it is not possible to support all the high-quality applications that we receive and the private funding enables the Royal Society to fund further Fellowships

Aims of the Scheme

This scheme focuses on early career international researchers. The aims of this scheme are as follows:

- To support the development and training of postdoctoral researchers at an early stage of their career from any country outside the UK, by providing an opportunity to work at a UK research institution for two years.
- To ensure the best postdoctoral researchers across all relevant disciplines from around the world are supported in the UK.
- To foster long-term relations between Newton International Fellows and the UK research base through the establishment of an alumni programme for former Fellows of this Scheme. The alumni programme includes the possible provision of further funding for Newton International Fellows for follow-on activities, to enable links with UK-based researchers to be maintained and developed.

Subjects Covered

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

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

Applicants for clinical or patient-oriented research should apply to the [Academy of Medical Sciences](#). Applicants for social science and humanities should apply to the [British Academy](#).

Value of Funding and Support Provided

Funding will consist of:

- £24,000 per annum for subsistence costs (tax exempt)
- up to £8,000 per annum for consumables
- a one-off payment of up to £3,000 for relocation expenses in year one only (up to £2,000 for EEA Nationals)
- contribution towards the cost of dependents' (partner and children only) visas required to relocate to the UK for non-EEA nationals
- a contribution will also be made to enable the UK host institution to host a Fellowship; this will be equal to 50% of the award (excluding the additional funding for dependants' visas).

Contribution to UK Host Organisation

Newton International Fellowships will not be costed on the basis of full economic costing (FEC). Instead, awards will include a sum of 50% of the award (i.e. up to £33,500 for two years) to enable the UK host institution to host a Fellowship, to cover access for the individual to the institution and department facilities (adequate office and laboratory space and access to essential equipment and facilities, etc.).

For example: if the award value is £35,000 in the first year (£24,000 + £8,000 + £3,000), the contribution to overheads is £17,500; therefore, the overall award value in the first year is £52,500. Newton International Fellows will not have access to this funding. The host organisation will not receive an overheads contribution for extra funding awarded for dependants' visas.

Duration and Start of Fellowship

Fellowships are expected to commence by 31 March 2021 but not before 01 October 2020, preferably on the first of the month. Fellowships will be held for two years, on a full-time basis.

Flexibility during the Fellowship: Should any candidates need to hold the fellowship on a part-time basis because of caring responsibilities this will be considered by the Royal Society and discussed on a case-by-case basis at the point of being offered a conditional award or during the award. There is also provision for maternity, paternity, shared parental leave, adoptive or extended sick leave as well as financial support for childcare costs that arise from attending conferences etc.

Tier 1 Exceptional Talent Visa (Exceptional Promise)

Royal Society Newton International Fellows requiring a visa to work in the UK are eligible to apply for a Research and Innovation Talent Visa (i.e. Tier 1 Exceptional Talent Visa) under the accelerated process of endorsement. In line with the highly prestigious nature of the award, the Tier 1 Exceptional Talent visa route is designed for people who are internationally recognised as potential leaders and enables the holder to be both adaptable and flexible during their research in the UK. Further details can be found on the Royal Society's website <http://www.royalsociety.org/about-us/competent-body>

Alumni Follow-on funding for Newton International Fellows

Royal Society Newton International Fellows may also be eligible to receive Alumni follow-on funding following the tenure of their Fellowship to support networking activities with UK-based researchers. Information

regarding the Follow-on Alumni funding will be sent to successful Newton International Fellows towards the end of the Fellowship.

2. Eligibility

Applicant Eligibility

- Applicants must have a PhD or be in the final stage of their PhD provided that it will be completed (including viva) before the start date of the fellowship. Confirmation of award of the PhD will be required before any fellowship award is confirmed.
- Applicants should have no more than seven years active full-time postdoctoral experience at the time of application, including teaching experience, time spent in industry on research, honorary positions and/or visiting researcher positions. Career breaks must be clearly detailed and explained in the application, for example “Start and end dates - career break – maternity/paternity leave”.
- Applicants should be working outside the UK and should not hold UK citizenship at the time of application.
- Applicants who are not currently employed are still eligible but will need to provide details of their previous supervisor.
- Individuals already living, working or undertaking research in the UK are **not** eligible to apply.
- Individuals who have lived, worked or undertaken research in the UK in the 12 months prior to the application deadline are **not** eligible to apply.
- Individuals working outside the UK but employed by a UK organisation are also not eligible to apply.
- Applications from individuals who have not studied or worked in the UK previously are encouraged as the scheme aims to establish new links between the applicant and the UK.
- Applicants who completed their PhD at a UK organisation must have been working and based outside the UK for **at least one year** at the deadline for the application.
- Applicants proposing to return to their UK-based PhD organisation and/or PhD supervisor or to their Post-doctoral supervisor will normally be considered to be ineligible and so applicants must have exceptional reasons for proposing to do so.
- Proposed Fellowships must be carried out in the UK at the UK host organisation for the duration of the Fellowship.
- Applicants must be competent in oral and written English. The applicant must confirm their competency on the application form and the UK Co-applicant needs to include the applicant’s competency in their supporting statement.
- Individuals who have previously been in receipt of a Newton International Fellowship are not permitted to apply again.
- Applicants who have been unsuccessful in a previous round of the competition may make another application in this round.

The Society recognises there are diverse research career paths, as well as the challenges of managing a

- Maternity, paternity, shared parental leave and adoptive leave: On top of the actual time taken off work, an additional amount of time equivalent to the 100% taken will be added on top, for up to 6 months.

Example 1: If an applicant took 4 months leave, additional 4 months would be added and a total of 8 months would be deducted.

Example 2: If an applicant took 18 months leave, additional 6 months would be added (maximum additional time allowed) and a total of 24 months would be deducted.

- Extended sick leave (defined as more than four weeks off work, as per UK Government's definition): On top of the actual time taken off work, an additional amount of time equivalent to the 100% taken will be added on top, for up to 6 months.

Each case will be considered individually and the host institution may need to confirm that the applicant qualifies for this provision. Supporting documents may be requested for individual cases at the Society's discretion. The Society reserves the right to consider individual requests outside of the outlined policy in exceptional circumstances.

Newton Fund Applicants

- In order to be eligible for a Newton Fund-supported Newton International Fellowship, applicants must be currently based in one of our partner countries. Our Newton Fund partner countries for this round are Brazil and Turkey.
- **There is not a separate application form for Newton Fund-supported Newton International Fellowships.** All applicants must complete the Newton International Fellowship application form on Flexi-Grant® and candidates eligible for Newton Fund supported Newton International Fellowships will be selected from the pool.
- Prospective applicants to an open Newton Fund call should note that [Universities UK International \(UUKi\)](#) offers a partner matching service to help connect Newton Fund partner country researchers to potential UK collaborators. Applicants in Newton Fund partner countries wishing to use this service should complete UUKi's [Partner Request Form](#), ideally as soon as possible after the launch of the call. UUKi is then able to suggest UK researchers or research groups which have similar research interests and expertise, and may therefore be interested in collaborating. Partnership requests will also be included on UUKi's [Opportunities for Collaboration webpage](#).

Privately Funded Fellowships

- **Please note that it is not possible to apply for the private Fellowships directly.** Candidates for these private fellowships will be selected from the shortlisted Newton International Fellowship applications based on the criteria above. The private Fellowships would be for a continuous duration of two years and the project would have to be as outlined in the Newton International Fellowship application.
- **These private fellowships would not be branded 'Newton International Fellowships' and do not include Alumni follow-on funding.**

Name of Fellowship	Provider of Fellowship	Eligible residency	Eligible nationality	Max number of available Fellowships
Royal Society K.C. Wong International Fellowship	The K.C. Wong Education Foundation	China	Chinese	2

UK Co-applicant Eligibility

- The UK Co-applicant must be an established independent researcher of at least postdoctoral (or equivalent) status and must make all the necessary practical and administrative arrangements for the duration of the Fellowship.
- The UK co-applicant must hold a permanent or fixed term contract in a publicly-funded research organisation. In the case of fixed term contracts, employment must continue for at least the duration of the project.

Host Organisation Eligibility

- The host organisation is the UK institution, which employs the UK co-applicant.
 - For information on eligible UK host organisations please see <https://royalsociety.org/grants-schemes-awards/grants/applications/>
 - Ineligible organisations include industrial, private and commercial organisations, university spin-out companies, and governmental bodies.

Consumables

Newton International Fellows are entitled to apply for up to £8,000 per annum which can be spent on: equipment, consumables or travel within the UK or internationally (if related to conducting fieldwork or attending conferences). Please be aware that only the amount requested will be allocated, e.g. if you request £5,000 under consumables, this is the amount you will receive. It is not possible to retrospectively increase the award amount. Costs of attending or organising conferences, workshops or seminars for the purposes of disseminating your research must be limited to £3,000 per year; in exceptional circumstances we will consider requests to exceed this limit on a case by case basis. In the case of organising conferences, workshops or seminars, only the cost of venue hire, materials and website and printed publications are eligible for support.

Relocation Expenses

Newton International Fellows are entitled to apply for up to £3,000 relocation expenses in the first year of their Fellowship (up to £2,000 for EEA Nationals). This can be used to cover the costs incurred from moving from the current institution to the UK host organisation and can include transportation costs and visa charges. From 1 April 2015, a new health surcharge was introduced under the 2014 Immigration Act for non-exempt persons. As of 1 January 2020 the surcharge is now £400 per year; this also applies to dependents. This expense can be covered under the relocation expenses costs of the Fellowship for non-exempt grant holders. Additional funding is available to cover the cost of dependant

- It is requested that one referee be nominated by the Applicant and one by the UK Co-applicant.
- **At least one nominated referee must be based in the UK. A UK-based researcher is defined as someone who holds a permanent or fixed term contract at a UK research organisation.**
- **Nominated referees from the same institution as the Applicant or Co-applicant will not be accepted.**
- Nominated references from the Applicant's former/current supervisor (including PhD supervisor) will not be accepted.
- The referee must not be a member on the assessment panel for this programme or a member of the Royal Society's Council.
- References must be submitted in English. If a reference is not submitted in English, it will not be accepted and may render the application ineligible.

No two references can be from the same person. If this is the case the application will be made ineligible.

3. Timetable

Opening date	Thursday, 23 January 2020
Closing date	Thursday, 26 March 2020, 15:00 UK time
Expected results	September 2020

Please note: Due to the very large number of applications we receive for this scheme, we will not be able to provide feedback.

4. Assessment Criteria and Review Process

Assessment Criteria

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

Applicant

The suitability of the individual for the fellowship and their potential to develop an independent research career. Track record commensurate with actual research experience to date including past achievements, research career to date, publication record, awards, datasets held in repositories, software, keynote lectures and current and previous grants; how the candidate intends to use the fellowship to further their research career.

Research Proposal

The importance and scientific merit of the proposed research and the clarity, quality and originality of the proposed project and likely contribution to the research field. If the research plan is clearly defined and feasible.

Host Organisation/Co-applicant

The suitability and strength of the UK Co-applicant including their track record in the area of proposed research as well as in supervising and mentoring early career researchers.

The suitability and strength of the host department and/or institution for the proposed research i.e. access to appropriate expertise/equipment/facilities/resources and space during the award period as well as the suitability of the host organisation for the applicant's career development e.g. appropriate level of support and training opportunities.

Expected Benefits to the Newton Fund Country (if applicant from Newton Fund country)

The expected benefits to the Newton Fund Country, in particular the extent to which the award will contribute to advancing economic development and welfare of the country by transferring new skills and creating new knowledge.

Review Process

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

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

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

5. Contact information

Enquires about this scheme can be made using the contact details below. Before contacting us, please check whether your question is answered by these scheme notes.

For Royal Society enquiries email: info@newtonfellowships.org or telephone +44 (0)207 451 2220 or +44 (0)207 451 2238.

For Academy of Medical Sciences enquiries email: newton-international@acmedsci.ac.uk (please read Academy of Medical Sciences Scheme Notes)

For British Academy enquiries email: newtonfund@thebritishacademy.ac.uk (please read British Academy Scheme Notes)

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

6. Use of Data

Please note that information regarding your application for Newton International Fellowship may be shared with the Department of Business, Energy and Industrial Strategy (BEIS), Academy of Medical Sciences, British Academy, K C Wong Education Foundation, CONFAP, CNPq and TUBITAK 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, Academy of Medical Sciences, British Academy, K C Wong Education Foundation, CONFAP, CNPq and TUBITAK, or an agent acting on their behalf, for reporting and evaluation purposes throughout the course of your funding and after its completion.

7. System Guidance Notes

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

Using Flexi-Grant ®

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

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

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

ORCID Identifier

All applicants applying to Newton International Fellowship 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

Lead Applicant Career Summary

UK Co-applicant Career Summary

Research Proposal

Use of Animals in Research

Use of Human Patients or Tissue

Financial Details

Applicant Declaration

Nominated Referees Support

Head of Department Support (of the UK Co-applicant)

Lead applicant's Supervisor Support

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

8. Participants

To complete and submit the application form, the lead applicant is required to provide supporting statements from five individuals (including the UK co-applicant's Head of Department, two nominated referees, the Lead applicant's supervisor and the UK co-applicant).

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

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

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

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

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

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

It is recommended that Participants fulfil their requirements **at least 5 working days** before the submission deadline (Thursday, 26 March 2020) to ensure there is sufficient time for organisational approval. The **UK Host** Organisation approver must approve the completed application by the submission deadline.

Participant Types

Departmental Support

- The UK Host Organisation approver must approve the completed application by the submission deadline.
- The following individuals must be listed under the Participants tab:
 - Head of Department at the UK host institution
 - Lead Applicant's current supervisor overseas (if the applicant is an independent researcher or in industry please use your direct manager or most recent academic supervisor; if the applicant is currently unemployed please use your most recent academic supervisor)

Nominated References

- Under the participants tab displayed on the application form summary page, please enter the e-mail address of the Nominated Referees who you wish to invite to provide the relevant statements.
- The following individuals must be listed under the participants tab
 - The applicant's Nominated Reference
 - The co-applicant's Nominated Reference

It is the applicant's responsibility to liaise with the UK Host Organisation's Approver, Co-Applicant, Departmental Supports, and the nominated referees to ensure that the required tasks are completed

by the deadline. Please contact the Royal Society before the deadline if there is any issue. Alternatively, the UK Host Organisation's Approver, Co-Applicant, Departmental Supports, and the nominated referees can contact us directly. The Royal Society will not be held responsible for emails that are not received due to address errors or spam filters and no provision is made for non-receipt of emails sent by the Royal Society.

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 'Participants' 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

Full name *	Please enter your full name, including title. [Co-applicant only]
Title of Current Position *	Please state the title of your current position. (Maximum 20 words)
Current Employer *	Please enter the official organisation name of your current employer.
Current Department *	Please enter details of your current department (e.g. Department of Chemistry).
Country/Territory *	Please select the country/territory where your current is based. (Lead 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 as your end date.
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

	will enable us to allocate the application to the most appropriate assessment panel.
Abstract *	Please provide a scientific summary of your proposed project. This should be a summary of your research proposal, briefly outlining the background and summarising the aims of your project. (Maximum 400 words)
Lay Summary *	Please provide a lay summary of your proposed project. This should be understood 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 *	You can either detail your research proposal within this application form (Maximum 1500 words), or alternatively upload it as a PDF file. PDF files must be no longer than 3 sides of A4, portrait orientation, be titled and the text size cannot be smaller than Arial size 10. Your research proposal should provide a general description of the proposed research to be carried out. This should include, but is not limited to, the following: <ul style="list-style-type: none"> • clear specification of the context, research objectives and expected outputs of the proposed study; • description of the methodology to be used, including data analysis; • an indication of milestones/timescales
Previous Contact *	Please provide details of any previous contact with the UK-based Co-applicant and indicate whether you have met them previously.
Training Programme*	Training and mentorship are an important part of this Fellowship and must be included as part of the application. Please outline how the host institution will support the career development of the applicant through training and mentoring activities. (Maximum 500 words).
Benefits to Individuals/ Institutions *	Please describe clearly the planned outcomes and any potential benefits that will result from the proposed collaboration for the Applicant and the Co-applicant. (Maximum 200 words)
Benefits of Overseas Country *	Describe any potential benefits to the overseas country and/or country of origin that will result from the proposed Fellowship. This may include supporting the development of a well-trained research community, and promoting economic development and social welfare of the country through enhanced research and innovation capacity to benefit the wider society. This section is important for applicants eligible for a Newton Fund supported Newton International Fellowship. (Maximum 200 words).
Benefits of UK *	Describe any potential benefits to the UK and UK research that will result from the proposed Fellowship (Maximum 200 words).

Data Management and Data Sharing

The Royal Society support science as an open enterprise and is committed to ensuring that data outputs from research supported by the Society are made pub

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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

	<ul style="list-style-type: none"> • Subsistence - The annual subsistence rate is fixed at £24,000. If you enter an incorrect amount this will be changed upon receipt of your application. • Consumables - Newton International Fellows are entitled to apply for up to £8,000 per annum which can be spent on: equipment, consumables or travel within the UK or internationally (if related to conducting fieldwork or attending conferences). Costs of attending or organising conferences, workshops or seminars for the purposes of disseminating your research should be included in the £8000 for consumables but must be limited to £3,000 per year. In the case of organising conferences, workshops, or seminars, only the cost of venue hire, materials and website and printed publications are eligible for support. • Relocation Expenses - Newton International Fellows are entitled to apply for up to £3,000 relocation expenses in the first year of their Fellowship (up to £2,000 for EEA nationals). This can be used to cover the costs incurred from moving from current institution to the UK host organisation and can include transportation costs and visa charges. Please enter no more than £3,000 under Year 1, in 'Travel'. The amount for 'Travel' must be £0 under Year 2. • Contribution towards costs associated with accompanying dependents visa costs are covered by the Royal Society and can be applied for at a later stage. • Research expenses may not be used to pay for: <ul style="list-style-type: none"> ○ publication costs; ○ any personal costs including that of dependents; ○ the cost of travel, subsistence and visas for participants and speakers at conferences, workshops or seminars you organise; and ○ salary costs or other costs of research staff/assistants. • 'Other costs' for both Year 1 and Year 2 must be 0. 'Other costs' will be calculated by the Royal Society • Expenses for conferences should be included in the Consumables budget and the relocation costs should be covered by the amount entered in the year 1 Travel budget. • The Subtotals and Totals will be calculated automatically. <ul style="list-style-type: none"> ○ The Award includes a fixed contribution to enable the UK host institution to host a Fellowship. This will be exactly 50% of the award for the Fellow. You do not need to include this in the financial details table.
Justification for Research Expenses*	Please fully justify all claims for funding, especially the requests for Research Costs.

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

Nominated Referee Support *

You should invite two referees who can provide confidential references for your application, by following the instructions under the 'Participants' tab on the application form summary page. Please check with them that they are happy to provide the references, and inform them that they will be contacted by email and asked to provide references via the Flexi-Grant® system by Thursday, 26 March 2020.

- The primary consideration is that they are able to comment independently and authoritatively on your application (i.e. someone in your field, who is as independent a researcher as possible from the applicant/co-applicant). You do not need to know them personally, but you should make sure they are able to provide a reference before adding them to your application.
- It is requested that one referee be nominated by the Applicant and one by the UK Co-applicant
- At least one nominated referee must be based in the UK. A UK-based researcher is defined as someone who holds a permanent or fixed term contract at a UK research organisation.
- Nominated referees from the same institution as the Applicant or UK Co-applicant will not be accepted.
- Nominated references from the Applicant's former/current supervisor (including PhD supervisor) will not be accepted.
- The referee must not be a member on the assessment panel for this Scheme or a member of any of the Royal Society's Councils.
- References must be submitted in English. If a reference is not submitted in English, it will not be accepted and may render the application ineligible.

UK host organisation Head of Department Support *

You should invite the Head of Department from the UK organisation to provide a statement of support by following the instructions under the 'Participants' tab on the application form summary page. Please check that they are able to supply their statement by **26 March 2020**.

Please Check which email address your Head 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 head of department is expected to detail your suitability for the department and the intentions for your career development, as well as confirmation that you will be provided with adequate space and access to resources at the Host organisation.

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

Current Supervisor Support*

You should invite your current supervisor overseas to provide a statement of support by following the instructions under the '**Participants**' tab on the application form summary page. Please check that they are able to supply their statement by **26 March 2020**.

Please Check which email address they would like to use, as they may already be registered on Flexi-Grant[®] and mistakes may lead to a delay in processing your application.

No two references provided can be from the same person. If this is the case then it may make the application ineligible. Therefore, alternative referees must be provided in accordance to the guidelines.

Appendix 1: Application Submission Process Flow Diagram

