Newton Mobility Grants

1. Overview

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

The Royal Society's Newton Mobility Grants are available through the Newton Fund, which is part of the UK's official development assistance. 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 an overseas applicant who was a former colleague or PhD student or to support other existing or recent collaborations between the UK applicant and overseas applicant. Rather, the scheme is intended to stimulate new collaborations between scientists in the UK and overseas partner countries which result in the transfer of knowledge and help strengthen research capabilities between partners, and contribute to promoting economic development and social welfare in the overseas country. The awards will also initiate the development of longer-term links between the overseas and UK researchers.

Objectives of the Newton Mobility Grants: The scheme is designed to offer a flexible platform for early career and established group leaders in partner countries to interact with their UK counterparts. The main aims of the programme are to:
- Strengthen research capacity of the partner countries - by facilitating training and skill transfer from the UK to partner countries.
- Support excellent research - by linking the best researchers in the UK with the best researchers and their groups in partner countries and providing support for initial exploratory research.
- Establish long term research links - between both partners to ensure sustainable research capacity in partner countries and benefit to the UK research community in the longer term.

Subjects covered: All activities must be on a subject within the natural sciences, including: physics, chemistry, mathematics, computer science, engineering, agricultural, biological and bio-medical research, the scientific aspects of archaeology, geography and experimental psychology. The Royal Society does not cover social science, clinical or patient-oriented research.

Eligibility: Applicants must have a PhD or equivalent research experience and hold a permanent or fixed-term contract in an eligible university or research institute, which must span the duration of the project. Collaborations should be based on a single project involving (or lead by) "the overseas applicant" (overseas based scientist) and "the UK applicant" (UK based scientist). For further details please refer to the "Eligibility Details" below.

Duration of funding: Awards are available for either up to 3 months, 1 year or 2 years.

Countries covered and associated partners: The Royal Society has established partnerships with funding organisations in each of the countries listed below, as a result, scientists from these countries are eligible to apply for the Newton Mobility Grants programme. These partners are offering similar opportunities for UK scientists wishing to visit partner countries. Available in this round are applications from:

- Mexico (Mexican Academy of Sciences)
- South Africa (NRF)
- Malaysia – In partnership with the Academy of Sciences Malaysia (ASM) and the Malaysian Industry Government Group for High Technology (MIGHT)
    - Applicants applying from Malaysia must be a Malaysian national in order to be eligible to apply
- Thailand – In partnership with the Office of the Higher Education Commission, Ministry of Education (OHEC)

Applicants applying from Malaysia and Thailand: by submitting your application you are agreeing that the information provided in your application can be shared with Malaysia's ASM and MIGHT and Thailand's OHEC respectively.

Further countries may be added in subsequent rounds.

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

Value: The funding available is dependent upon the length of the visit and the partner country. 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 £1,000 for research expenses)
- up to £12,000 for multiple visits to be completed within 2 years (including a maximum of £2,000 for research expenses)

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

For Malaysia, half of the award will be provided by the Royal Society and the other half from the Academy of Sciences Malaysia (ASM).
Please note, the Royal Society's contribution to the award will be paid to the UK co-applicant's employing institution, with the ASM's half be paid in Malaysian Ringgit to the Applicant's employing institution. For clarity, a full award of £12,000 will be £6,000 from the Royal Society and MYR40,200 from ASM.

Please refer to "Research Costs Justification" on **page 14** for a list of eligible and ineligible consumable items.

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

Application process: The overseas applicant must draft and submit an application to the Royal Society by the deadline (see below) for up to £12,000. Please refer to "Submission Process" on **page 18** for a step by step process.

Closing date(s):

2016/R2: 14 September 2016

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

Contact Information: Enquires about this Scheme can be made using the contact details below. Before contacting us please check whether your question is answered by these scheme notes. If not, please email: newtoninternationalexchanges@royalsociety.org or call 020 7451 2557.

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

2.   Eligibility Details

Applicants

- The overseas based scientist and/or project leader ("the overseas applicant") and the UK based scientist and/or project leader ("the UK applicant") must have completed a PhD or have extensive experience at an equivalent level at the time of application. If either the UK applicant or overseas applicant is a final year PhD student applications can only be submitted if the PhD will have completed before the start date of the proposed activity (including Viva). Confirmation of PhD completion will be required on acceptance if the application is successful
- The UK applicant and overseas applicant must hold a permanent or fixed term contract for the duration of the award in an eligible organisation in their respective countries. Ineligible organisations include industrial, private and commercial organisations, university spin-out companies and governmental bodies.
- The UK applicant and overseas applicant must be based in their respective countries/institutions at the time of application
- Applications must be started by the overseas applicant on behalf of the UK applicant and the respective teams i.e. the application must be initiated in the overseas applicant's e-GAP account
- Applicants and co-applicants are not permitted to submit more than one application per round (deadline) although may also apply for a Newton International Fellowship or Newton Advanced Fellowship
- Retired scientists, who are still active in science, must submit their application through an eligible UK institute. If this is not possible please contact us for further advice at least two weeks before the deadline

Activity

- All activities must be on a subject within the natural sciences, including: physics, chemistry, mathematics, computer science, engineering, agricultural, biological or bio-medical research, or the scientific aspects of archaeology, geography and experimental psychology. The Royal Society does not cover social science, clinical or patient-oriented research.
- Collaborations should be based on a single project.
- Applications can only support travel between the UK and the overseas collaborator's country; costs for travel between a third country are not eligible.
- Activities must start no earlier than 4 months after the closing date and no later than:
  a) 1 March 2017 **(2016/R2)**
- Activities fundable under this scheme are as follows:
  - ### One-off visit collaborations
    - One visit to be taken in either direction i.e. either the UK applicant undertakes a visit to the overseas institute or the overseas applicant visits the UK institute
    - Visits to last between 1 week-3 months
    - Up to £3,000 available
  - ### Multiple visits collaborations
    - Collaborative visits to be undertaken over a period of either up to:
      a) 1 year with up to £6,000 available, £1,000 of which can be spent on consumables
      or
      b) 2 years with up to £12,000 available, £2,000 of which can be spent on consumables

- Visits are expected to be bilateral meaning that the UK applicant and overseas applicant and/or project participants must undertake at least one visit to the overseas collaborating institute during the award period. UK Researchers may visit overseas partners for the purposes of providing training and skills transfer through collaboration.
- Any project participants must be working in a UK/overseas university or research institute. The Royal Society would like to encourage the participation of junior scientists from the overseas partner including PhD students. Funding cannot be used to support UK based PhD students.
- Only participants based at the same institution and working within the UK applicant's or overseas applicant's research group directly involved in the collaborative project are eligible to claim travel and subsistence against the award should the application be successful.

Departmental Support
- The following individuals must be listed under Departmental Support section:
  - The **UK applicant's** Head of Department
  - The **overseas applicant's** Head of Department

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

- The UK Head of Department and the overseas Head of Department indications of support must be submitted via e-GAP no later than 5 working days after the round deadline (**21 September 2016 (2016/R2**). Indications of support submitted after this date will not be accepted.

- **Any application without both departmental indications of support will be ineligible for review. It is the applicant's responsibility to liaise with the Heads of Department to inform them of the deadline, check that they have received the email instructions for supplying the indication of support through e-GAP and to ensure that the task is completed by the deadline. Please contact the Royal Society before the deadline if there is a problem or if your referee or Heads of Department have not received the email or experience any problems. Alternatively 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.**

Other Awards
- UK award holders of a current Newton Mobility Grants award with the same overseas country as the (proposed) application may not apply until the project has ended and the final report has been submitted unless the current award is a Newton International Fellowship or Newton Advanced Fellowship.

3.   Application Guidance Notes

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

Before completing the online form, all Applicants should check that they 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 necessary information, or evidence to show the assessment criteria are met, will be rejected.

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

<u>Important information – to be read before starting an application</u>

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

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

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

Loss of work: To prevent loss of work you must:
1. save your form regularly
2. not have multiple browser windows/tabs of your application open simultaneously
3. ensure that only one user has the application open/is editing the application at any one time

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

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

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

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

Please also note that <u>the main reasons for non-receipt of emails are either:</u>

    a) <u>**The email address supplied is incorrect and therefore any correspondence sent will not reach the intended recipient**</u>
    b) <u>**Occasionally emails from e-GAP are diverted through spam filter into junk folders.**</u>
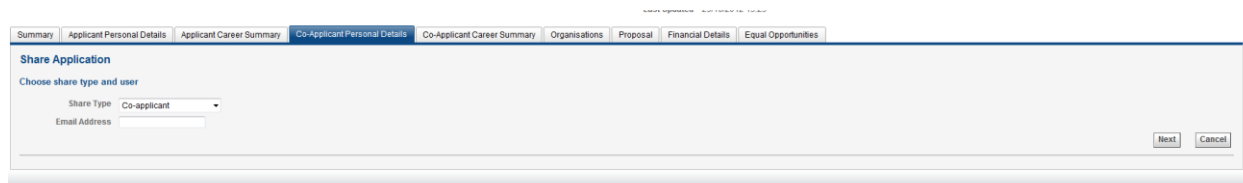
<u>**As a result, if the automatic email sent to the HoDs containing instructions for supplying an indication of support through e-GAP is not received, it is advised that you double check the accuracy of the email address supplied and/or instruct them to check spam/junk folders. Alternatively you may need to supply alternative email addresses for us to contact them on.**</u>

e-GAP passwords: If a user forgets or needs to reset their e-GAP password, they need to click on the 'Forgotten password?' link on the e-GAP login page and input their e-GAP login email when requested. An email containing a link will then be sent to the input email account. The user should click on the link to reset the password. (It is not necessary to know any previous passwords to do this). Please note that the link is time-limited to 30 minutes. Therefore, users should click on the 'Forgotten Password' link only when they are able to reset their password within 30 minutes.

Tracking progress: You can track the progress of your application through the submission and review processes by going into your e-GAP account, selecting '*My Applications*' and then '*Manage Application*' for the application in question. Note: The status of each lifecycle stage will appear as 'Pending' until such a time the task has been 'Complete'.

Adding & viewing Co-applicants: <u>All applications **must** be commenced by the overseas applicant</u>. The UK based partner will be considered as the co-applicant. To add the UK applicant please follow the below instructions:

1. Request your UK partners to register on the Royal Society's e-GAP website (https://e-gap.royalsociety.org) and then send you their e-GAP registered email address.

2. On the "Co-applicant Personal Detail" tab on your application click the "Add Co-Applicant" button and then enter the UK applicant's e-GAP registered email address and then click

    "Next"
    and then click "Next" on the next screen.

3. On the following screen, you can control the permission level that the UK applicant may have on your application form. Please select appropriately and then proceed ahead by clicking the "Next" button.

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

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

5. Once the UK applicant is added, they then may view the application in their e-GAP account under "My Applications" on the home screen. Depending upon the permission level set, they may be able to view and edit the application form. When no permission is given, the UK applicant would only be able to view the summary tab and their equal opportunities tab. We suggest that the UK applicant is given permission to view and edit the two co-applicant tabs and at least be given permission to view the proposal tab. If the UK applicant is given viewing and/or editing permissions then they would only be able to see their own information.

6. **The Royal Society strongly advises applicants to coordinate the input of information on their application form on e-GAP so that only one user edits the application at a time to prevent the loss of information or the corruption of the application form.**

Please note that the character limits includes spaces and special characters. Following this you may enter this information on their behalf on the e-GAP application form. We would request you to send a PDF version of the completed form before submission to your UK applicant to ensure the correct information has been provided.

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

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

Assessment Criteria
The primary considerations are listed below. Successful applications should be strong in all respects:
- The training and development of the overseas researcher and the transfer of new skills to the applicant's research group
- The research background of the UK and overseas scientist
- The strength of the scientists and institution in the area of proposed research
- The mutual benefit of the collaboration
- The strength of the proposal
- The potential contribution to the overseas and UK science base
- The potential for long-term collaboration

Completing the e-GAP form
Applications must be commenced in the overseas applicant's e-GAP account.

The 'Funding Schemes' section of your e-GAP account will show all rounds currently open for application and any previous applications made. To make an application click on 'Apply Now' in the required round i.e. Newton Mobility Grants – 2016/R2. The scheme name description and round deadline are also displayed here.

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

> **Summary**
> **Applicant Personal Details (Overseas applicant/team leader)**
> **Applicant Career Summary (Overseas applicant/team leader)**
> **Co-Applicant Personal Details (UK applicant/team leader)**
> **Co-Applicant Career Summary (UK applicant/team leader)**
> **Organisations (UK host organisation)**
> **Proposal**
> **Financial Details**
> **HoD Support**
> **Diversity Monitoring**

A full list of application fields can be found overleaf.

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

Please read the following notes carefully as you fill out the form.

Summary	
Summary table	When your application form is complete, all sections on this table will have a green tick. You will then be able to submit your application.

Applicant and Co-applicant Personal Details	
Title, Names, address etc	Take care to complete this accurately. Errors in this section can cause difficulties in processing your application. The addresses supplied must be the organisation address at which the UK applicant and overseas applicant is based. Please note that correspondence in connection with this application will be sent to the overseas applicant at the contact details supplied in the 'Applicant Personal Details' page.
Nationality	Please supply the nationality of the UK applicant and overseas applicant. To add the nationality click the 'Add Nationality' link in the blue and white rectangular box/strip and select from the drop down list. Click 'OK'. This is a mandatory field.
Email address	In the case of the overseas applicant (overseas based team leader), this field defaults to the account in which the application is commenced and is where all correspondence pertaining to the application throughout the application process and in the event of the application being successful will be sent. The overseas applicant must therefore commence the application on behalf of both project teams using the email address login that they wish all correspondence to be sent to for the duration of the application process.

Applicant and Co-applicant Career Summary	
Statement of academic qualifications & career	Please list all posts held, qualifications, award and prizes obtained by the UK applicant/overseas applicant, and their dates in reverse chronological order. The depth of information provided is optional, but this will represent the UK applicant and overseas applicant under assessment and so it is worth including as much good evidence for your academic merit as possible. To add an entry follow the 'Add Qualification' link on the right-hand-side of the blue and white rectangular box/strip. A window will appear which needs to be completed and please note that each entry needs to be added separately in reverse chronological order This is a mandatory field.
Field of specialisation	Please state the UK applicant's/overseas applicant's field of specialisation. *(max 100 characters)*
Publications	Provide details of authors, titles, and reference of five of the UK applicant's/overseas applicant's recent publications in refereed journals in reverse chronological order *(max 1600 characters)*
Subject Group/Subject	Select from drop down menus. If the specific subject group or discipline is not listed, please select the closest options
Present research	Summarise the UK applicant's/overseas applicant's present research *(max 1000 characters)*
Present position	Provide the UK applicant's/overseas applicant's academic/job title *(max 130 characters)*

Present employer	State the organisation name of the UK applicant's/overseas applicant's current employer e.g. University of Bath (*Max 150 characters*).
Present department	State the UK applicant's/overseas applicant's current department e.g. Department of Astrophysics (*Max 150 characters*).
Present position start date	
Present position end date	
PhD awarded Date	
PhD expected Date	If the UK applicant/overseas applicant is a final year PhD student please state the expected award date. Please note that if either the UK applicant or overseas applicant is a final year PhD student applications can only be submitted if the PhD (including Viva) will have completed before the start date of the proposed activity. Confirmation of PhD completion will be required on acceptance if the application is successful.

Organisations	
Host organisation	This section allows you to choose the UK host organisation i.e. the UK applicant's institute from the list of eligible institutes. • If your UK host organisation is not listed please contact us for assistance; it can take a few days to set up a new institution so act quickly if the deadline is approaching. Please check the eligibility requirements to ensure your UK host organisation is eligible • When you submit your application, the UK host organisational approver will be emailed to notify them your application is awaiting their authorisation. We strongly advise that you contact them before submitting, especially if: a) you are applying less than 5 days before the deadline b) your application has not yet been approved within 5 days of the deadline • It is the applicant's responsibility to ensure the application is approved before the relevant round deadline

Proposal	
Subject group/subject	Select the group that most closely reflects the research area of the collaborative project from the drop-down menu. This will enable us to allocate the application to the most appropriate assessment panel. If the specific subject group or discipline is not listed, please select the closest options.
Project Title	Give the full title of your proposed project *(max 80 characters)*
Research Aims	State scientific aims *(max 800 characters)*
Start date	Activities must <u>start</u> no earlier than **14 January 2017** and no later than **1 March 2017** for **2016/R2 projects).**
End date	This must be either up to 3 months, 1 year or 2 years from the start date.
Research Proposal	Outline the nature and purpose of your research project including a description of the experimental methods and techniques you will be using *(max 4000 characters)*

Participants	List other project participants from both teams, their current academic role/post and why you wish to include them on the project *(max 2500 characters)* **<u>Note:</u>** There are no restrictions on the number of participants per team but all participants should be working/studying in the same university or research institute and only participants working within the UK applicant's and overseas applicant's research group directly involved in the collaborative project are eligible to claim travel and subsistence against the award should the application be successful.

Data Management and Data Sharing

The Society supports science as an open enterprise, and is committed to ensuring that data outputs from research supported by the Society are made publically available in a managed and responsible manner, with as few restrictions as possible. Data outputs should be deposited in an appropriate, recognised, publically available repository, so that others can verify and build upon the data, which is of public interest. To fully realise the benefits of publically available data they should be made intelligently open by fulfilling the requirements of being discoverable, accessible, intelligible, assessable and reusable.

The 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 their approach for data management and sharing, applicants should consider the following:

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

Outline of Data Management and Data Sharing Plan	If the proposed research will generate data that is of significant value to the research community, then please provide details of your data management and sharing plan. (max 1500 characters)

Use of Animals in Research

Please read and complete the following section if you intend to use animals in your 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 (https://www.nc3rs.org.uk/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.

Applicants who intend to involve the use of animals as part of their research proposal are required to complete a supplementary form, which will be attached to your research proposal. Both the applicant and co-applicant(s) are expected to complete a separate form, where research using animals is being conducted at both the UK and Overseas organization(s). Please contact the office for further information.

Comply with Policy on use of Animals	**This is a mandatory field. Only select 'Yes' if this is relevant to your work.** You **must** read and comply with the statement before you select either of these boxes. Please confirm that the project will comply with the 'Statement of the Royal Society's position on the use of animals in research 3/02' (http://royalsociety.org/Statement-of-the-Royal-Societys-position-on-the-use-of-animals-in-research/). A hard copy can be obtained by contacting the Grants Section at the address below.
Comply with Policy on use of Non-Human Primates	**This is a mandatory field. Only select 'Yes' if this is relevant to your work.** You **must** read the guidelines before you tick either of the boxes. Please confirm that the project will comply with the 'Guidelines on primate accommodation care and use' which the Royal Society has signed up to (http://www.nc3rs.org.uk/page.asp?id=277).
Use of Animals in Research	Does your proposal involve the use of animals or animal tissue? If you selected **YES**, then please contact the office for further information, as you will be **required** to complete an additional form detailing your intended use of animals in your research. **Both the applicant and co-applicant are expected to complete a separate form, where research using animals is being conducted at both the UK and Overseas organisation.** Failure to do so will result in a delay in processing your application. **Please note that all applications involving the use of primates, cats, dogs and equidae animals will be further reviewed by the NC3Rs.**
Benefits of research to individuals and institutions	Describe clearly the planned outcomes and any potential benefits that will result from the proposed collaboration for the UK applicant, overseas applicant and the respective institutions. *(max 500 characters)*
Benefits to the UK	Describe any potential benefits to the UK and UK research base that will result from the proposed collaboration. *(max 500 characters)*
Benefits to overseas country	Describe any potential benefits to the overseas country (overseas applicant's country) that will result from the proposed collaboration. This may include supporting the development of a well-trained research community, and promoting economic development and social welfare through enhanced research and innovation capacity *(max 2000 characters)*
Lay report	Provide a lay summary of your proposed project. This should be understandable by an A-level science student. 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. Also explain the potential impact or wider benefits to society of your research *(max of 3,500 characters)*
Is this a new collaboration?	Please simply state "Yes" or "No. Please note that a new collaboration is when the UK applicant and overseas applicant have never worked together previously on any project. This scheme is **not** intended to support continued research activities between a UK applicant and an overseas applicant who was a former colleague or PhD student or to support other existing or recent collaborations between the UK applicant and overseas applicant. Rather, the scheme is intended to stimulate new collaborations between scientists in the UK and overseas. *(max 5 characters)*

Financial Details	
IMPORTANT NOTICE	LIST COSTS FOR BOTH YEARS USING THE SINGLE TABLE REGARDLESS OF THE FACT THAT EACH ITEM IN THE TABLE IS MARKED AS' YEAR 1' WHEN A PDF IS GENERATED
Travel International Justification	Justify your request for international travel in the text box detailing the international travel to be undertaken and the cost. <u>Please note, international & national airfares are expected to be economy/APEX rates.</u> 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 asses the eligibility of your application: *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 2011, Taipei, £600; Professor Wang: 3 months, April 2012, UK, £900 etc. (Max 512 characters)* Please note that although the box does not expand to show all the text entered, all the text will be visible when a PDF of the application is created and printed. This box must be completed as it is a mandatory field.
Travel International Amount	Provide the total value of costs indicated in the 'Travel International Justification' field
Subsistence Justification	Justify your request for subsistence in the text box detailing the accommodation, food and local travel costs to be incurred as a result of the International Travel/visits detailed above. 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 asses the eligibility of your application: *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, Nov 2011, Taipei, £800; Professor Wang: 3 months, April 2012, UK, £1000 etc. (Max 512 characters)* Please note that although the box does not expand to show all the text entered, all the text will be visible when a PDF of the application is created and printed. This box must be completed as it is a mandatory field.
Subsistence Amount	Provide the total value of costs indicated in the 'Subsistence Justification' field
Research Costs Justification	Justify your request for research costs in text box by indicating how funds will be spent: *Item 1: cost; Item 2: cost i.e. Computer software: £500; Visa charges (x4): £200 etc. (max 512 characters).* Please note that although the box does not expand to show all the text entered, all the text will be visible when a PDF of the application is created and printed. This box must be completed as it is a mandatory field. If you do not wish to request consumables please state "NA". **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 not limited to Publication costs. computer hardware, bench fees, conference registration fees, travel to conferences, departmental costs/overheads, medical insurance, excess baggage, expenses relating to accompanying

Research Costs Amount	dependents, contributions towards salaries, costs involving travel to a third country and costs incurred by project participants not associated with the applicant organisations. Provide the total value of costs indicated in the 'Research Costs Justification' field**. NOTE:** Maximum of up to £1,000 of the amount requested for multiple visit collaborations of up to 1 year and up to £2,000 of the amount requested for multiple visit collaborations of up to 2 years can be spent on research expenses. Research costs cannot be claimed for one-off collaborations of up to 3 months.
Total Amount	The sum of the 'Travel International', 'Subsistence', and 'Research Costs' subtotals. This will be calculated automatically

Sum requested from the Royal Society	Please note that the sum requested should not exceed the amounts below:
	    a) £3,000 for one-off visit collaborations lasting up to 3 months
	    b) £6,000 for multiple visit collaborations to be completed within 1 year
	    c) £12,000 for multiple visit collaborations to be completed within 2 years

Grant tenure	Please indicate the maximum grant tenure in which your application falls under using one of the following descriptions (max 10 characters):
	    a) 3 months
	    b) 1 year
	    c) 2 years

Justification of Expenses	Researchers applying from Thailand **only.** Please provide a justification for the additional funds that OHEC will provide.

Departmental Support

Indications of support of the project/collaboration are required by the departmental heads so please provide the email address/details of:

- The Head of Department of the "UK applicant"
- The Head of Department of the "overseas applicant"

In the event that either the "UK applicant", "overseas applicant" or project participant is the Head of Department, statements will need to be supplied by the individual to whom the UK applicant, overseas applicant or participant reports i.e. a Dean or Head of Faculty.

Applicants need to ensure that the Heads of Department are willing and available to provide a confirmation of support via eGAP2 within 5 working days of the round closing date before adding them to the application form

Late indications will not be accepted. **Incomplete indications will mean that an application will be deemed to be ineligible.**

Please check which email address the Heads of Department would like you to use as they may already be registered on e-GAP. It is also vital that you enter the correct email addresses as upon your application being approved by your organisation, an email will be sent automatically from e-GAP to these individuals at the email addresses supplied on the application form with instructions for viewing the application and indicating their confirmation through e-GAP meaning that mistakes in the email addresses supplied will delay the progress of your application.

It is the responsibility of the applicants to:
- Inform the HoDs of the deadline
- Liaise with the HoDs to ensure that they have received details of their e-GAP login and instructions indicating their support for the project/collaboration through e-GAP as no provision is made for non-receipt of these automatic emails
- Keep track of the progress of HoD confirmations as described on page 5
- Ensure that confirmations are supplied through e-GAP within 5 working days of the advertised application deadline - confirmations will not be accepted in any other format and once the deadline has passed

If the instruction email from the Royal Society has not been received please:
    a) double check the accuracy of the email address supplied on the application form
    b) advise the intended recipient to check their spam filters/junk folders
    c) contact the Royal Society with an alternative email address for the recipient

The Royal Society will not be held responsible for automated emails that are not received due to address errors or spam filters.

To add the HoD click 'Add HoD and enter their email address. Check if they are already registered on e-GAP by clicking 'Check Email', and if not, enter their details. You must select either 'contact now' or 'do not contact' followed by 'Save' to ensure that their details are successfully attached to the form. An email will be automatically generated and sent to the Head of Department using the email address supplied with instructions for supplying the indication of support on e-GAP.

Applicants are advised to send the HoDs a copy of the application and Appendix 2 and must notify the Head of Department of the deadline which is 5 working days after the application deadline.

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 Data Protection Act 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.
	
	THIS IS A MANDATORY PAGE
	
	Please note, that where an application contains applicant and co-applicant(s) details, all applicants will be expected to complete the diversity monitoring form meaning that that in order for the diversity monitoring tab to show as complete, the applicant AND co-applicant will need to:
	
	    a) ***access the application form by login into their respective accounts***
	
	    b) ***complete the diversity monitoring page as displayed on the application form whilst in their account***
	
	This page of the application form will not show as complete meaning that the application cannot be submitted unless <u>both</u> applicant and co-applicant complete their respective diversity monitoring forms.
	
	The lead applicant and co-applicant(s) are restricted to only view and complete 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.

4. Submission Process

- Once the e-GAP application form is complete, you are advised to create a PDF version of it and check it thoroughly (including email addresses) before submitting it for approval by the UK host organisation.

- Once you have submitted your application for approval, an automatic email will be sent to the approving department at the host organisation asking them to log on to the system. You will not be able to edit your application after it has been submitted for approval. The approver will either: approve and submit your application; contact you to request modifications; or decline your application and contact you.

- It is your responsibility to ensure that you complete your application in time for the host organisation to process it (including requesting changes) and provide their approval by the closing date. We recommend that you allow at least five working days for this process.

- If your host organisation approver requests modifications through the e-GAP email facility, they can unlock your application, allowing you to edit it. Once you have completed the requested changes, please use the application summary to re-submit your application for approval. Please also contact both Heads of Department and alert them to the changes.

- Once the host organisation has approved your application and submitted it to the Royal Society it will not be possible to make any changes.

- Once the closing date has passed, host organisations cannot approve applications and submit them to the Royal Society and unapproved applications are removed from consideration. No late applications will be accepted.

- When your application has been approved, Heads of Department will receive automated emails requesting them to provide their indications of support on e-GAP. These should be submitted within 5 working days after the closing date. It is the applicant's responsibility to inform the Heads of Department of the task deadline, to liaise with them in order to check that they have received the email instructions for supplying the indication of support through e-GAP, and to chase them/ ensure that indications of support are submitted via e-GAP by the deadline which is 5 working days after the application deadline. Please contact the Royal Society before this deadline if there is a problem or if the Heads of Department have not received the email. Alternatively they 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.

- We recommend you check your application to ensure that the Departmental Support Tasks are submitted on time and to see details of the host organisation approver. You will see this information under the "Application Summary" link.

- In the fortnight following the closing date, your submitted application will be checked by the Royal Society. If it conforms to the eligibility requirements, the eligibility status on the Application Summary page will be marked as 'Complete'

- See Appendix 1 for a flow diagram of the application process.

Check List

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

1. Complete e-GAP application form at least one week before the closing date.

2. Before submitting your application, check that Heads of Department are available and willing to provide their indications of support by no later than one week after the closing date.

3. Submit application to host organisation approver via e-GAP at least five working days before the closing date.

4. Check that the host organisation approver has approved your application by the closing date.

5. Send Appendix 2 ('Instructions for Heads of Department') to both HoDs.   Check that they have received the email instructions for supplying their indication of support and inform them of the task deadline.

6. Track your application (see page 8 for instruction) in the run-up to the indication of support deadline to check that Heads of Departments have completed their indications of support and chase them if necessary.

5.   Review Process

- All applications for Newton Mobility Grants are reviewed and assessed by two members of the selection panel who have the most appropriate scientific expertise using the criteria shown on page 10.
- It is expected that applicants will be notified of the outcome of their application by email about 4 months after the application deadline.

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

6.   Enquiries

If you have any enquiries about the submission of your application or about the e-GAP process, please contact the Grants Team, The Royal Society, 6-9 Carlton House Terrace, London, SW1Y 5AG, email: newtoninternationalexchanges@royalsociety.org or call 020 7451 2557

Appendix 1 – Submission Process Flow Diagram

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                              │   ROUND OPENS   │
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        ┌──────────────────────────────────────────────────┐        ┌──────┐
        │      Applicants fill in forms online via e-GAP.   │◄───────┤      │
        └──────────────────────────────────────────────────┘        │      │
                                       │                             │      │
                                       ▼                             │      │
        ┌──────────────────────────────────────────────┐            │      │
        │  Application is submitted via e-GAP to the UK │            │      │
        │  Host Organisation's approving department at  ├───────►  Rejection
        │  least five days before official deadline     │
        └──────────────────────────────────────────────┘
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        ┌──────────────────────────────────────────────┐
        │   UK Host Organisation Approval via e-GAP     │
        └──────────────────────────────────────────────┘
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| Automatic request for Indications of support from Heads of Departments (online) Indications of support must be provided via e-GAP within 5 workings days of the final submission deadline. It is the applicant's responsibility to ensure that indications of support are submitted by the deadline **21 September 2016 (2016/R2)** | ◄── | **ROUND CLOSES** Final submission to Royal Society office by deadline **14 September 2016 (2016/R2)** | ──► | Late submissions: Rejection |

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                                       │
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        ┌──────────────────────────────────────────────┐
        │   Application is checked for eligibility      │
        │   and indications of support from             ├───────►  Rejection
        │   **both** Heads of Department                │
        └──────────────────────────────────────────────┘
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        ┌──────────────────────────────────────────────┐
        │   Application enters selection                ├───────►  Rejection
        │   process                                     │
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Appendix 2 – Instructions for Heads of Department

If you have been detailed as a Head of Department by an applicant to the Royal Society's Newton Mobility Grants, your indication of support will need to be provided electronically via the Royal Society's e-GAP (electronic Grant Application and Processing) system **https://e-gap.royalsociety.org**.

Once the Applicant has submitted their application you will be contacted by the system requesting your indication of support which can be submitted before and up to 5 working days after the round closing deadline.

The deadline for the submission of indications of support is 5 working days after the application deadline. The applicant is responsible for informing you of the exact date.

Obtaining your log in details
Your login details will be dependent on the email address that the Applicant provided for you in their application. If you have never used e-GAP before, an account will have automatically been generated for you using the email address supplied by the Applicant. If you have forgotten your password, or are using e-GAP for the first time you will need to set a new password by following the 'Forgotten Password?' link on the home page and entering your email address (the same one used by the applicant on their application form). An email containing a link to enable you to design a new password will be sent to you. Please note that the email link is time limited and will become inactive after 30 minutes of being requested. It is also advised that you **check your spam filters/junk folders** in case the message containing the link is diverted. Once you successfully reset the password you will directed back the e-go home page where you simply enter your username (email address) and the password that you have just set.

It is advised that you log into your e-GAP account to view the application and the nature of the task prior to formulating a response. Once logged in please choose "Tasks", "Reference list" and then "Provide Reference" next to the application for the named applicant. If you would like to view a PDF of the application first, please click "Print Application", or you may view the application form in its original format by clicking on "View Application" at the top of the reference form.

Information required
You will be asked to provide a confirmation of the departments support (via a tick box) of the proposed work set out in application form and the visit(s) to be undertaken by the UK applicant and/or overseas applicant and the respective teams (if applicable). As a result it is vital that you log-on and look at the application before supplying the confirmation. We will also require full contact details should we wish to contact you.

When you are finished, please click "Save" and remember to click "Submit" to finish your indication of support. (If the Submit button does not appear, one of the mandatory fields (indicated with *) has not been completed.

Using e-GAP
1. Go to the e-GAP website: https://e-gap.royalsociety.org/Login.aspx
2. Enter your email address. If you have never used e-GAP before, an account will have automatically been generated for you using the email address supplied by the Applicant.
3. Enter your password. If you have forgotten your password, or are using e-GAP for the first time, click the 'Forgotten Password?' link and enter your email address (the same one as entered by the Applicant). An email containing a link to reset your password will be sent to you. Please note that the email link is time limited and will become inactive after 30 minutes of being requested.

4. Click on 'Tasks'
5. Click on 'Reference List'
6. Click on 'Provide Reference' (if you would like to view a PDF of the application first, click 'Print Application', or you may view the application form in its original format by clicking on 'View Application' on screen at the top of the reference form).
7. Heads of department are to complete the confirmation tick box and supply full contact details.
8. Click on 'Save' at regular intervals as you proceed.
9. Click on 'Save' and then 'Submit' (If the 'Submit' button does not appear, one of the mandatory fields, indicated with *, has not been completed. Please check all necessary fields are complete and click 'Save' again – the 'Submit' button should then appear.)

Your indication of support is then automatically forwarded to the Royal Society.

Please note: the e-GAP system automatically logs you out after periods of inactivity (typing is not considered activity).

If you have any questions about providing your indication of support or should you have difficulty accessing e-GAP please contact the Newton mobility Grants Team immediately on (020) 7451 2557 or email: newtoninternationalexchanges@royalsociety.org