International Exchanges Scheme – Cost Share Programme

1. Overview

Aim: The International Exchanges Scheme is designed to offer a flexible platform for UK based scientists to interact with the best scientists around the world. Funds for a contribution towards travel, subsistence and research expenses can be requested for either a one-off short visit to explore opportunities for building lasting networks or for bilateral visits to strengthen emerging collaborations. This scheme is **not** intended to support continued research activities between a UK applicant and a co-applicant who was a former colleague or PhD student or to support other existing or recent collaborations between the applicant and co-applicant. Rather, the scheme is intended to stimulate new collaborations between scientists in the UK and overseas

Subjects covered:
All activities must be on a subject within the natural sciences, including: physics, chemistry, mathematics, computer science, engineering, agricultural, biological and 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 applicant" (UK based scientist) and "the co-applicant" (overseas based scientist). For further details please refer to the 'Eligibility details' below.

Duration of funding: Awards are available for a fixed period of 2 years

Countries covered and associated cost share partner: The countries eligible under the International Exchanges Cost Share programme and bodies through which the scheme is operated are as follows:
- Taiwan – National Science Council (NSC)
- France – CNRS
- Ireland – Royal Irish Academy (RIA)
- China – National Natural Science Foundation of China (NSFC)
- Russia – Russian Foundation for Basic Research (RFBR)

If you do not wish to submit an application with the countries listed above on a cost share basis or you wish to apply for collaborations with countries not listed here, please download the scheme notes entitled "International Exchanges Scheme – Standard Programme".

Value: In the case of all cost share applications with the exception of France (CNRS) and Russia (RFBR), a maximum of £12,000 is available from the Royal Society as a contribution to the following costs:
a) The applicant's and/or UK team's airfare overseas
b) The co-applicant's and/or overseas team's subsistence whilst in the UK

Please note that in the case of cost share applications with France (CNRS) and Russia (RFBR) a maximum of £12,000 is available from the Royal Society as a contribution towards the travel and subsistence costs of the UK applicant and/or UK team only.

Up to £2,000 of the total amount requested from the Royal Society can be spent on research expenses and consumables. Please refer to "Research costs Justification" on **page 12** for a list of eligible and ineligible consumable items.

An additional £12,000 equivalent is also available from the cost share partner to contribute towards the remaining travel and subsistence costs, i.e:
- In the case of all cost share partners apart from CNRS France, the co-applicant's and/or overseas team's airfare to the UK, and the UK applicant's and/or UK team's subsistence whilst abroad
- In the case of CNRS France and RFBR Russia, the travel and subsistence costs of the French/Russian co-applicant and/or French/Russian team only

Application process:
The applicant must draft and submit an application to the relevant Royal Society deadline (see below) for up to £12,000 and the co-applicant must also draft and submit an application for an additional sum equivalent to £12,000 to the application deadline specified by the cost share partner.

Closing date(s):
>Russia (RFBR): **13 February, 2013**
>France (CNRS): **26 June 2013**
>Ireland (RIA): **23 October 2013**
>Taiwan (NSC): **23 October 2013**
>China (NSFC): **30 October 2013**

Please note that the cost share partner's deadline for applications may be different from the Royal Society's deadlines. As a result it is advised that your overseas collaborator liaises directly with the cost share partner for details of the relevant deadline

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: international.exchanges@royalsociety.org or call 020 7451 2557

2.   Eligibility details

Applicants
- The UK based scientist and/or project leader ("the applicant") and the overseas based scientist and/or project leader ("the co-applicant") must have completed a PhD or have extensive experience at an equivalent level at the time of application. If either the applicant or co-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 applicant and co-applicant must hold a permanent or fixed term contract for the duration of the award in an eligible organisation in their respective countries. Ineligible organisations include industrial, private and commercial organisations, university spin-out companies, governmental bodies and research councils
- As this scheme is not intended to be used to extend an existing fellowship the applicant and co-applicant must be based in their respective countries/institutions at the time of application
- Applications must be started by the applicant on behalf of the co-applicant and the respective teams i.e. the application must be initiated in the applicant's e-GAP account
- 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
- A corresponding application naming the same applicant (UK team leader) and co-applicant (overseas team leader) must also be submitted by the co-applicant to the relevant cost share partner and deemed eligible for review

Activity
- All activities must be on a subject within the natural sciences, including: physics, chemistry, mathematics, computer science, engineering, agricultural, biological or 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 September 2013 in the case of cost share projects with Russia (RFBR)

b.) 1 January 2014 in the case of cost share projects with France (CNRS)

c.) 15 March 2014 in the case of cost share projects with Taiwan (NSC), Ireland (RIA) and China (NSFC)

- Collaborative visits must be undertaken over a fixed period of 2 years
- Visits must be bilateral meaning that the applicant and co-applicant and/or project participants must undertake at least one visit to the overseas collaborating institute during the award period
- Any project participants must be working in a UK/overseas university or research institute. The Royal Society would like to encourage the participation of junior scientists such as PhD students or post-doctoral researchers
- Only participants working within the applicant's and co-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

References/Departmental Support

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

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

- Details of 1 referee who can provide a confidential, independent and authoritative comment on your application must be supplied under the Nominated Referees section. Please note that:

    - Referees cannot be from the same institution as "the applicant"
    - Referees must not be a member of the International Exchanges Scheme assessment panel or a member of the Royal Society's Council. Please liaise with your referee or contact the Royal Society if in doubt.

- The UK Head of Department and the overseas Head of Department confirmations must be submitted, and the nominated reference statement must be supplied via e-GAP no later than 5 working days after the round deadline. Late references will not be accepted.

- **Any application without <u>both</u> departmental confirmations and/or an incomplete reference 5 working days after the application deadline will be ineligible for review. It is the applicant's responsibility to liaise with the Heads of Department and nominated referee to inform them of the referee deadline, check that they have received the email instructions for supplying the reference through e-Gap and to chase statement providers to ensure that all references are submitted via e-GAP by the reference deadline. Please contact the Royal Society before the referee deadline if there is a problem if your referee or Heads of Department have not received the email or experience any problems. 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.**

Other awards

- Holders of a current International Exchanges 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

3. Completion of application

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.

Important information – to be read before starting an application

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. NB: 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:
a) save your form regularly
b) not have multiple browser windows/tabs of your application open simultaneously
c) 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 referee already has an account under a different address. Therefore please check what email login referees 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, Heads of Department and Referees have all 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 the main reasons for non receipt of emails are either:

a) The email address supplied is incorrect and therefore any correspondence sent will not reach the intended recipient
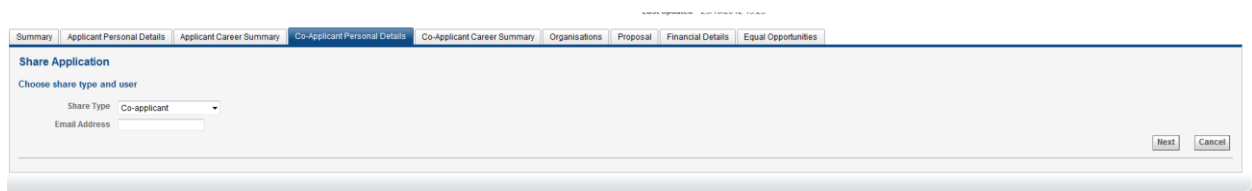
b) Occasionally emails from e-gap are diverted through spam filter into junk folders.

As a result, if the automatic email sent to the HoDs and referee containing instructions for supplying references 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.
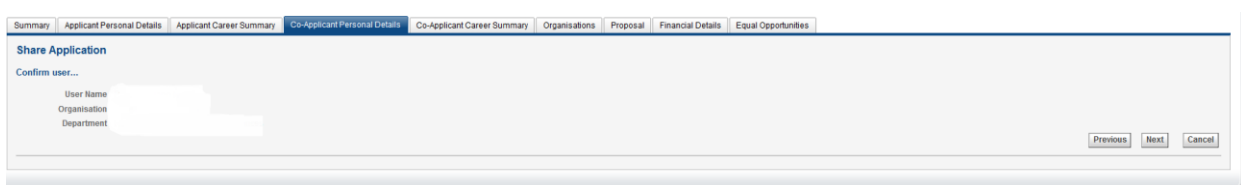
Tracking progress: You can track the progress of your application through the submission and review processes by going into your e-GAP account, selecting '*My Applications*' and then '*Manage Application*' for the application in question.

Adding & viewing Co-applicants: All applications **must** be commenced by the UK applicant. The international partner will be considered as the co-applicant. To add a co-applicant please follow the below instructions:

1. Request your international 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 e-GAP application click the "Add Co-Applicant" button and then enter the co-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 co-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 co-applicants' fields by clicking the "Show" button adjacent to their name (see below encircled in red). This would also be mirrored in the "Co-Applicant Career Summary" tab, i.e. the selected co-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 co-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 co-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 co-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 co-applicant would only be able to view the summary tab and their equal opportunities tab. We suggest that the co-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 co-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.**

If your co-applicant is having trouble accessing their e-GAP account then you may send them *appendix 2*, highlighting the information that is required from them. 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 co-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.

Application Guidance Notes

Assessment criteria
The primary considerations are listed below. Successful applications should be strong in all respects:
- The research background of the UK and overseas scientist
- The strength of the scientists and institution in the area of proposed research
- The mutual benefit of the collaboration
- The strength of the proposal
- The potential contribution to the UK science base
- The potential for long-term collaboration

Completing the e-GAP form
Applications must be commenced in the 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: the scheme name description and round deadline are 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 (UK applicant/team leader)**
> **Applicant Career Summary (UK applicant/team leader)**
> **Co-Applicant Personal Details (Overseas applicant/team leader)**
> **Co-Applicant Career Summary (Overseas applicant/team leader)**
> **Organisations (UK host organisation)**
> **Proposal**
> **Financial Details**
> **Nominated Referees**
> **HoD Statement**
> **Equal Opportunities**

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 these 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 applicant and co-applicant is based. Please note that correspondence in connection with this application will be sent to the applicant at the contact details supplied in the 'Applicant Personal Details' page.
Nationality	Please supply the nationality of the applicant/co-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 applicant (UK 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 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 applicant/co-applicant, and their dates in reverse chronological order. The depth of information provided is optional, but this will represent the applicant and co-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 applicant's/co-applicant's field of specialisation. *(max 100 characters)*
Publications	Provide details of authors, titles, and reference of five of the applicant's/co-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 applicant's/co-applicant's present research *(max 1000 characters)*
Present position	Provide the applicant's/co-applicant's academic/job title *(max 130 characters)*
Present employer	State the organisation name of the applicant's/co-applicant's current employer (eg University of Bath). *Max 150 characters*
Present department	State the applicant's/co-applicant's current department (eg Department of Astrophysics). *Max 150 characters*
Present position start date	
PhD awarded Date	
PhD expected Date	If the applicant/co-applicant is a final year PhD student please state the expected award date. Please note that if either the applicant or co-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 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 start no earlier than 4 months after the application closing date and either: a.) **1 September 2013** in the case of cost share projects with Russia (RFBR) b.) **1 January 2014** in the case of cost share projects with France (CNRS)

	c.) **15 March 2014** in the case of cost share projects with Taiwan (NSC), Ireland (RIA) and China (NSFC)
End date	This must be 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)*
Resources Required	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)* **Note:** There are no restrictions on the number of participants per team but all participants should be working/studying in a university or research institute and only participants working within the applicant's and co-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.
Participants	List PhD students from both teams you wish to include on the project *(max 1000 characters)*. **See above note**
Use of animals	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'. If this is relevant to your work you must read and comply with the statement before you tick either of these boxes. The statement is online at http://royalsociety.org/News.aspx?id=1254&terms=animal+policy). Otherwise, please tick 'Not applicable'.
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 applicant, co 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 (co-applicant's country) that will result from the proposed collaboration *(max 500 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)*

Financial details	
IMPORTANT NOTICE • Travel International Justification	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 Justify your request for international travel in the text box detailing the international travel to be undertaken and the cost. Please note that in the case of all cost share applications with the exception of France (CNRS) and Russia (RFBR), the costs covered by the Royal society are as follows: a.) The applicant's and/or UK team's airfare overseas. Please note, international & national airfares are expected to be economy/APEX

	<u>rates.</u> b.) The co-applicant's and/or overseas team's subsistence whilst in the UK In the case of cost share applications with France (CNRS) and Russia (RFBR) the Royal Society funds both the travel and subsistence costs of the UK team only. 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, Duration, Destination, Cost i.e. Professor Smith, 2 months, November 2011, Taipei, £600; Professor Wang, 3 months, April 2012, UK, £0 etc, etc.*
• Travel International Amount	*(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. 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. Please note that in the case of all cost share applications with the exception of France (CNRS) and Russia (RFBR), the costs covered by the Royal society are as follows: a.) The applicant's and/or UK team's airfare overseas. <u>Please note, international & national airfares are expected to be economy/APEX rates.</u> b.) The co-applicant's and/or overseas team's subsistence whilst in the UK In the case of cost share applications with France (CNRS) and Russia (RFBR) the Royal Society funds both the travel and subsistence costs of the UK team only. 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, Duration, Destination, Cost i.e. Professor Smith, 2 months, Nov 2011, Taipei, £0; Professor Wang, 3 months, April 2012, UK, £1000 etc, etc.*
• Subsistence Amount	*(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.
• Research Costs Justification	Provide the total value of costs indicated in the 'Subsistence Justification' field

	Justify your request for research costs in text box by indicating how funds will be spent. **NOTE:** Up to £2000 of the amount requested can be spent on research expenses *(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 Computer hardware, bench fees, conference registration fees, travel to conferences, departmental costs/overheads, medical insurance, excess baggage, expenses relating to accompanying dependents, contributions towards salaries, costs involving travel to a third country and costs incurred by project participants not associated with the applicant organisations.
• Research Costs Amount	Provide the total value of costs indicated in the 'Research Costs Justification' field**. NOTE:** Up to £2000 of the amount requested can be spent on research expenses.
• 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 £12,000 for cost share projects which are fixed at 2 years
Grant tenure	Please indicate the maximum grant tenure in which your application falls under using one of the following descriptions: a) "3 months" b) "1 year" c) "2 years" (max 10 characters)

Nominated referees
Provide the email address/details of 1 academic who can provide a confidential, independent and authoritative comment on your application. Please note that: • Referees cannot be from the same institution as either the applicant or the co-applicant   • Referees must not be a member of the International Exchanges Scheme assessment panel or a member of the Royal Society's Council. Please liaise with your referee or contact the Royal Society if in doubt.   **Applicants need to ensure that the referee is willing and available to provide a reference via eGAP2 within 5 working days of the round closing date before adding them to the application form**   Late references will not be accepted. **Incomplete references will mean that an application will be deemed to be ineligible.**

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

It is the responsibility of the applicants to:
- Inform the referee of the statement deadline
- Liaise with the referee to ensure that they have received details of their e-GAP login and instructions for supplying their statements through e-GAP as no provision is made for non-receipt of these automatic emails
- Keep track of the progress of the reference as described on page 6
- Ensure that the reference is supplied through e-GAP within 5 working days of the advertised application deadline – the reference 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 referee click 'Add Referee' 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 referee using the email address supplied with instructions for supplying the reference on e-gap.

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

Departmental support

Confirmations 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 "applicant"
  - The Head of Department of the "co-applicant"
In the event that either the "applicant", "co-applicant" or project participant is the Head of Department, statements will need to be supplied by the individual to whom the applicant, co-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 confirmations will not be accepted. **Incomplete confirmations 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 statement 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 referee using the email address supplied with instructions for supplying the reference on e-gap.

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

Equal opportunities

Equal opportunities	The Royal Society is committed to an equal opportunities policy in the provision of grants and awards. Please help us to ensure the effectiveness of this policy by providing the information requested. The information will be kept separately from the rest of your application and will not be seen by those involved in making decisions. The information provided forms a confidential statistical record/database in accordance with the Data Protection Act and it will not be used for any purpose other than analysis of the Society's Equal Opportunities Policy. Your assistance in this matter would be much appreciated, but you can tick 'opt out' if you do not wish to input this information.

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 your host organisation.

- Once you have submitted your application for approval, an automatic email will be sent to the approving department at your 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 your Head of Department and alert them to the changes.

- Once your 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, Head of Departments and Nominated Referees will receive automated emails requesting them to provide their statements/references on e-GAP. These should be submitted within 1 week (5 working days) after the closing date It is the applicant's responsibility to inform the Heads of Department and nominated referee of the task deadline, to liaise with them in order to check that they have received the email instructions for supplying the reference through e-Gap, and to chase statement providers to ensure that all references are submitted via e-GAP by the reference deadline which is 5 working days after the application deadline. Please contact the Royal Society before the referee deadline if there is a problem if your referee or Heads of Department have not received the email or experience any problems. 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 that your application and references are submitted on time. To see details of the host organisation approver and to check the submission status of your application and references, log into e-GAP and click on the link to the Application Summary.

- 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 you application, check that Heads of Departments/Referees are available and willing to provide references 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 Head of Department/ Nominated Referee, check that they have received the email instructions for supplying their indication of supports/statements and inform them of the task deadline.

6. Track your application (see page 6 for instruction) in the run-up to the referee deadline to check that Heads of Departments/Referee have completed their references and chase them if necessary

5. Review process

- All applications for International Exchanges Scheme are reviewed and assessed by two members of the selection panel who have the most appropriate scientific expertise using the criteria shown on page 5.
- It is expected that applicants will be notified of the outcome of their application by email about 4 months after the application deadline.

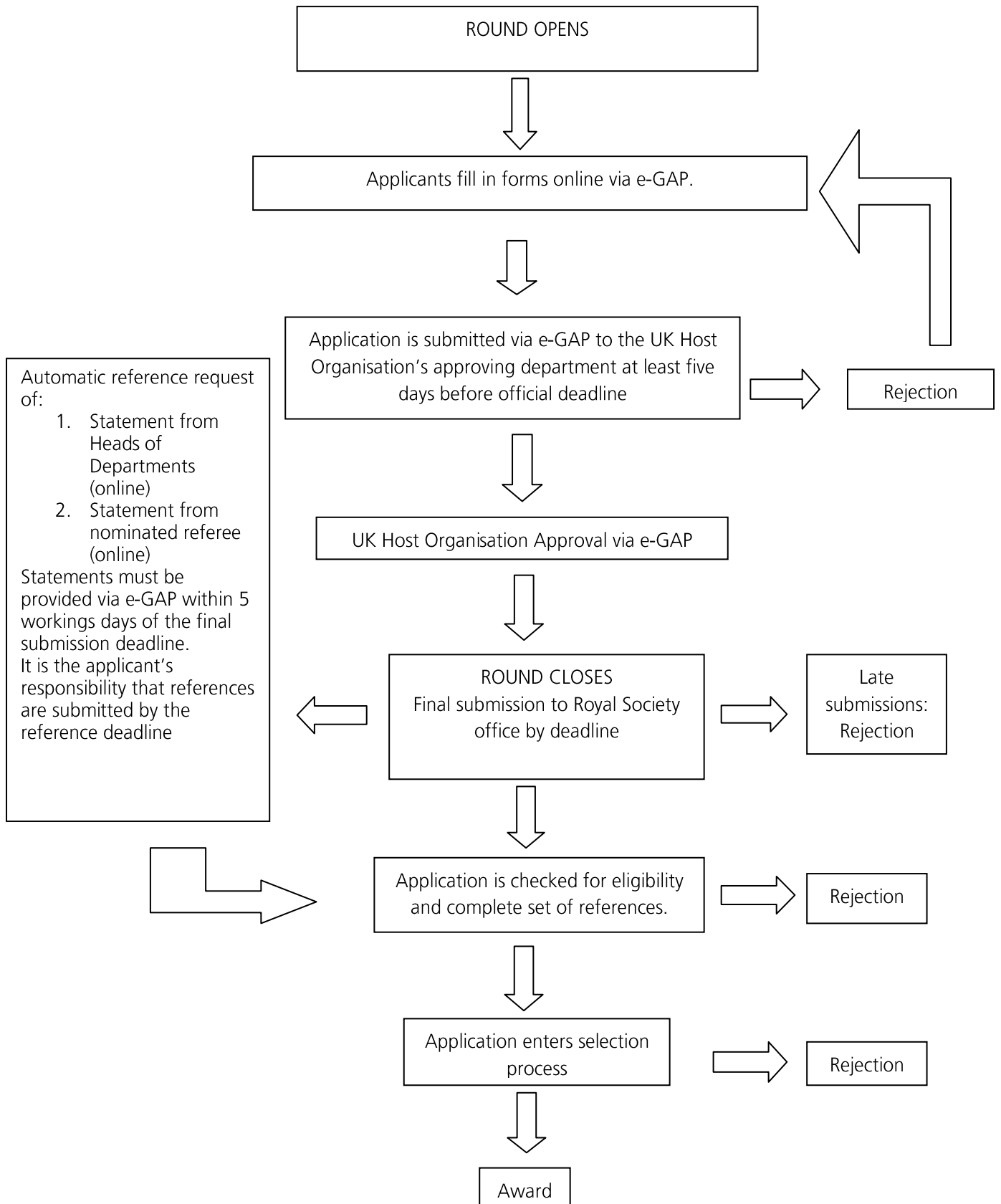Please be assured that the Royal Society specifically requests anyone involved in reviewing applications to consider them in confidence.

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: international.exchanges@royalsociety.org or call 020 7451 2557

Appendix 1
Submission process flow diagram

ROUND OPENS

Applicants fill in forms online via e-GAP.

Application is submitted via e-GAP to the UK Host Organisation's approving department at least five days before official deadline

Rejection

Automatic reference request of:
1. Statement from Heads of Departments (online)
2. Statement from nominated referee (online)

Statements must be provided via e-GAP within 5 workings days of the final submission deadline.
It is the applicant's responsibility that references are submitted by the reference deadline

UK Host Organisation Approval via e-GAP

ROUND CLOSES
Final submission to Royal Society office by deadline

Late submissions: Rejection

Application is checked for eligibility and complete set of references.

Rejection

Application enters selection process

Rejection

Award

Appendix 2
Instructions for Heads of Department/Nominated Referee

If you have been detailed as a statement provider or nominated as a referee by an Applicant for an International Exchanges Scheme, this reference should 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 reference. References can be submitted before and up to 5 working days after the round closing deadline.
The deadline for the submission of references/statements 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

Nominated Referee
If you have been added by the applicant as a nominated referee, you may be asked specific questions related to the application and will also be required to provide scores against set criteria so please log-on and look at the application and the reference form before formulating your response.

Please note that there will be a size limit imposed on the reference; please check your statement is within the limit. The limits refer to characters, not words, and that the count includes spaces. We recommend that you first type and save the text in a word processor and check the character limit before pasting it into e-GAP. If you exceed specified character limits the system will not allow you to save and submit your reference.

When you are finished, please click "Save" and remember to click "Submit" to finish your reference (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).

Heads of Department
If you have been added by the applicant as a the UK or overseas Head of Department, 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 applicant and/or co-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 reference (If the Submit button does not appear, one of the mandatory fields (indicated with *) has not been completed.

Using e-GAP

The e-GAP system automatically logs you out after periods of inactivity (typing is not considered activity). Therefore we recommend that you write your reference in a word processor first and then copy the text into e-GAP, using the following instructions:

1. Go to the e-GAP website: https://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. Click on
4. '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. Nominated referees are to complete each tab/ page of the form as follows:
   - Your personal details (select 'Other' if your institution is not listed in the drop-down menu)
   - The written reference (please ensure that your statement is within the specified character limit including spaces otherwise it will be cut short)
   - Scores

   Click on 'Save' at regular intervals as you proceed.
8. 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 reference is then automatically forwarded to the Royal Society.

If you have any questions about providing your reference or should you have difficulty accessing e-GAP please contact the International Exchanges Team immediately on (020) 7451 2557 or email: international.exchanges@royalsociety.org