

## University Research Fellowships 2013

### 1. Overview

**Aim:** The University Research Fellowships scheme aims to provide outstanding scientists, who have the potential to become leaders in their chosen field, with the opportunity to build an independent research career. Those appointed are expected to be strong candidates for permanent posts in universities at the end of their fellowships. This scheme is very competitive.

**Subjects covered:** Natural sciences (including agriculture, mathematics, technology, engineering science, but excluding clinical medicine). The scheme no longer supports biomedical research. For further details please see important changes below.

**Eligibility:** Applicants must have a PhD by the time they apply, we will not accept applicants who have just submitted their PhD. Applicants must be at an early stage of their research career (between three to eight years of research experience since their PhD) by the closing date of the round.

At the time of application, applicants must either:

- be a citizen of the European Economic Area (EEA), i.e. European Union, Iceland, Norway or Liechtenstein; or a Swiss citizen
- or have a relevant connection to the EEA or Switzerland (a relevant connection can be established if an individual has a PhD from a university in the EEA or Switzerland, or has worked as a research scientist in a university or research institute in the EEA or Switzerland for at least the past two years, or has done so before taking up an appointment outside the EEA or Switzerland).

Persons holding a permanent post in an EEA or Swiss university or not for profit research organisation will not be considered.

**Length of tenure:** Initially funding is provided for five years – followed by a potential extension of three years. Available from 1 October 2013.

**Place of tenure:** Fellowships must be held in a UK University or not-for-profit research organisation.

**Value:** Provides funding to cover a research fellow's salary costs, estates costs and indirect costs. Under the full economic costing model, 80% of these costs will be met by the Royal Society. URFs are an early research career fellowship and as such, the basic salary requested should be at a level commensurate with your skills, responsibilities, expertise and experience. It is expected that requested salaries will be comparable to post-doctoral researcher or early stage lecturer, up to a maximum of £37,555 per annum.

An annual spine point increase of 3% may be applied to the salary. The Society will apply an inflationary increase to the salary, indirect and estates costs of successful awards, which will be determined by the HM Treasury GDP deflator. Should the university wish to supplement the basic salary provided by the Society it is free to do so at its own discretion. The Society reserves the right to provide support at a different level if it is considered appropriate.

**Number offered:** Approximately 35 each year

**Success rate for 2012:** 7.9%

**Closing date:** 13 September 2012

**Results available:** It is expected the results of the competition will be available around May 2013. Please note that applicants who pass through the second short listing stage will be asked to attend an interview, this will fall between 3 April and 19 April 2013.

**Important changes:** please note the following which apply to this new round.

With the introduction of the Sir Henry Dale Fellowships, which are jointly funded by the Royal Society and Wellcome Trust, the Society will no longer appoint URFs who are addressing a biomedical research question. Those individuals whose research falls into this remit should visit <http://royalsociety.org/grants/schemes/henry-dale/>.

The Society will still accept applications in all fields of the natural sciences as long as the project is not addressing a direct biomedical question.

Starting from the 2013 Round Research Council Institutes will be eligible to host University Research Fellowships.

## 2. Completion of application

Applications can only be submitted online using the Royal Society's electronic Grant Application and Processing (e-GAP) system (<https://e-gap.royalsociety.org>, or via the e-GAP information link on the front page of the Society's web site). Applications cannot be submitted on paper.

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

### Important eGAP information

**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:** You should not have multiple browser windows/tabs of your application open simultaneously and only one user should edit an application at a time, otherwise changes might be lost.

**Character limits:** If you exceed specified character limits the system will not allow you to save (NB 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, page limits to PDFs.

**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.

**Uploading PDF documents:** When uploading PDFs, add your name and a heading to the top of every page. Please ensure that there are no security settings activated on uploaded PDFs and avoid uploading documents containing illustrations with fine details or colour, as this can cause problems when creating a PDF of the application. Please note we will only print applications in black and white.

**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'.

**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.

**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.

**Application sharing:** You can allow other e-GAP users to 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 scientific merit of the individual: past achievements, research career to date, publication record, likely contribution to research field, future potential
- The host institution: suitability, appropriate expertise/equipment, research environment
- The proposed research project: quality and originality of proposed project, definition of research plan, likelihood of achieving goals

### Completing the e-GAP form

In the below 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. 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 personal details	
Title, names, address etc	Take care to complete this accurately. Errors in this section can cause difficulties in processing your application.
Nationality	Click 'Add Nationality' and select from the drop down list. Click 'OK'. This is a mandatory field.
Citizen of EEA	If you are a citizen of the EEA, you do not need to answer the further questions relating to nationality. Swiss citizens are also able to apply as they have similar rights to those in the EEA.
Connection to the EEA	You must have a relevant connection to the EEA, if you are not a citizen. You should answer the first and second question and then either provide details of your PhD in the EEA, or relevant research career in the EEA.
University and country for PhD	Please give details of which university and country <ul style="list-style-type: none"> <li><b>Plain text only</b> Maximum 400 characters (including spaces)</li> </ul>
Worked for 2 years in EEA	If you are not a EEA citizen and do not have a PhD from a university in the EEA then to be eligible for the fellowship you must have you worked as a research scientist in a university or research institute in the EEA for at least two continuous years (at the closing date) or have you done so before taking up an appointment outside the EEA.  Please provide details with dates, employers and positions, e.g. post at the University of Newcastle October 1999 – June 2004.  <ul style="list-style-type: none"> <li><b>Plain text only</b> Maximum 400 characters (including spaces)</li> </ul>
Email address	It is important to commence an application using the email address login that you wish all correspondence to be sent to for the duration of the application process.

Applicant career summary	
Statement of qualifications and career	Please provide a full list of all your appointments since your PhD in reverse chronological order stating if part-time (and percentage part-time) when necessary.  To add a position please select 'Add Qualification' highlighted in blue, a window will appear to add one position at a time. Please include start and end date in the 'qualification date' field. In the 'description' field please only include the position title and institution.  It is essential that you provide full details of any periods of part-time working, career breaks or maternity leave as your eligibility may depend on the accuracy of this information. You are not required to include prizes and achievements in this section; this can be included in the Personal Statement field.
Publications	Please provide a full list of publications in reverse chronological order. State 'None' or give particulars. If appropriate, give the publisher or URL, including any password, where each publication may be obtained.  <b>Most significant publications</b> - Please clearly identify your 2 most significant publications with asterisks or by highlighting the titles in bold text.

	<p>Your list should have two sections: (i) refereed papers in primary journals, (ii) contributions to symposia and compiled volumes (refereed only).</p> <p>Do not include publications or articles that are in draft or only submitted for publication or have not been peer reviewed. The selection panel have specifically requested that these should not be included.</p> <p>If your field of research differs in any way from normal conventions, eg lead author first and publications in journals being the main gauge of success, please provide a brief explanation at the top of your publication list.</p> <ul style="list-style-type: none"> <li>• <b>PDF file</b> portrait orientation A4</li> <li>• <b>Plain text</b> unlimited text</li> </ul>
Personal statement	<p>Please provide a personal statement about your qualifications, research career to date and aspirations in the long term. You should state why the aims of this fellowship will be beneficial to you at this stage in your career.</p> <ul style="list-style-type: none"> <li>• <b>Plain text only</b> Maximum 3,500 characters (including spaces)</li> </ul>
Present employer	<p>State the organisation name of your current employer (e.g. University of Bath).</p> <ul style="list-style-type: none"> <li>• <b>Plain text only</b> Maximum 100 characters (including spaces)</li> </ul>
Present department	<p>State your current department (e.g. Department of Astrophysics).</p> <ul style="list-style-type: none"> <li>• <b>Plain text only</b> Maximum 100 characters (including spaces)</li> </ul>
Present basic salary	<p>State your current basic salary (GBP) and scale (if applicable).</p> <ul style="list-style-type: none"> <li>• <b>Plain text only</b> Maximum 100 characters (including spaces)</li> </ul>
Present salary enhancements	<p>Provide information on other salary enhancements. State 'None' or give details e.g. <i>London allowance, housing allowance, benefits from college fellowships</i>.</p> <ul style="list-style-type: none"> <li>• <b>Plain text only</b> Maximum 200 characters (including spaces)</li> </ul>
Present position end date	<p>State when your present grant, contract or other support is expected to finish. If not applicable, just enter 30/09/2013</p>
Present position description	<p>Please give the title and describe the nature of your present role including the source of funding, eg <i>Postdoctoral Research Assistant (supported on EPSRC grant to Professor AN Other)</i>.</p> <ul style="list-style-type: none"> <li>• <b>Plain text only</b> Maximum 200 characters (including spaces)</li> </ul>
Is this position permanent	<p>Please confirm that you do not hold a permanent post in a university or not for profit research organisation in the European Economic Area or Switzerland. This is essential to assess your eligibility.</p>
Pending applications	<p>Has any grant been promised or other applications made, e.g. for personal salary, research support, salaries of assistants, etc? State 'None' or give details and expected date when results may be known. You do not have to mention applications for other similar research fellowships although this information will be helpful.</p> <ul style="list-style-type: none"> <li>• <b>Plain text only</b> Maximum 1000 characters (including spaces)</li> </ul>
Where did you hear about this scheme?	<p>Please select an option from the drop down menu</p>
Existing grants	<p>Do you hold any research grants etc or have other sources of research support? State 'None' or give particulars. Would these continue if you received this fellowship?</p> <ul style="list-style-type: none"> <li>• <b>Plain text only</b> Maximum 1000 characters (including spaces)</li> </ul>

Organisations	
Host organisation	<p>Select organisation where the research will be carried out. All applications <i>must</i> be approved by the host organisation authorities e.g. research grants office, finance department, etc. (For details, see 'Submission process' section below)</p> <p>Most establishments appear in the drop-down list but if your proposed organisation is not there, please contact the Royal Society.</p> <p>It is your responsibility to ensure that your application is complete in time for the host organisation to process it and provide their approval by the closing date. It is recommended that you allow at least 5 working days for this process.</p>

Proposal	
Subject group and subject	Please select the group that most closely reflects your area of research and then a more specific subject.
Project title:	<ul style="list-style-type: none"> <li><b>Plain text only</b> Maximum 80 characters (including spaces)</li> </ul>
Keywords	Provide 5-10 keywords which could be used to identify your research. This will aid with sourcing the most appropriate peer reviewers.
Research proposal	<p>Please describe the nature of your proposed research including aims and a brief plan of the investigation. You should include a description of the experimental methods and techniques you will be using, together with an indication of milestones/time-scales for the various components.</p> <p>Please also bear in mind that, although it is intended that your application will be viewed mostly on screen, there may be occasions when your application has to be photocopied in black and white and consequently illustrations and photographs with fine detail or in colour are best avoided.</p> <ul style="list-style-type: none"> <li><b>PDF file</b> One page (2 sides) portrait orientation A4. If the page length is exceeded the text will be truncated by the Society. Please do not use a text size smaller than Arial 10 and make sure the document is titled.</li> <li><b>Plain text</b> Maximum 8,000 characters (including spaces)</li> </ul>
Scientific abstract	<p>Provide a scientific summary of your proposed project. This should be a summary of your Research Proposal, briefly outlining the background and summarising the aims of your project.</p> <ul style="list-style-type: none"> <li><b>Plain text only</b> Maximum of 3,500 characters (including spaces)</li> </ul>
Use of animals	<p>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'.</p> <p>If this is relevant to your work you must read and comply with the statement before you tick either of these boxes. (<a href="http://royalsociety.org/Statement-of-the-Royal-Societys-position-on-the-use-of-animals-in-research/">http://royalsociety.org/Statement-of-the-Royal-Societys-position-on-the-use-of-animals-in-research/</a> A hard copy can be obtained by contacting the Grants Section at the address below).</p>
Comply with Policy on use of Non-Human Primates	<p>Please confirm that the project will comply with the 'Guidelines on primate accommodation, care and use' which the Royal Society has signed up to (<a href="http://www.nc3rs.org.uk/page.asp?id=277">http://www.nc3rs.org.uk/page.asp?id=277</a>). If this is relevant to your work you <b>must</b> read the guidelines before you tick either of the boxes.</p>
Lay report	Please provide a lay summary of your proposed project. This should be understandable by an A-level science student. You should 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. Please also explain the potential impact or wider benefits to society of your research.

	<p>Please ensure that you follow the instructions about the level of expertise and other information required in this report. The reviewers place significant importance on this part of the application.</p> <ul style="list-style-type: none"> <li>• <b>Plain text only</b> Enter a maximum of 3,500 characters (including spaces)</li> </ul>
Host organisation justification	<p>Please provide a short statement justifying your choice of host institution (i.e. why is it best suited to your research career?).</p> <ul style="list-style-type: none"> <li>• <b>Plain text only</b> Enter a maximum of 1000 characters (including spaces)</li> </ul>
Host department	<p>Please provide the name of the proposed department at your host organisation where you will hold the fellowship. Please enter the official name (e.g. <i>School of Chemistry</i> rather than <i>Chemistry</i>)</p>

Financial details	
(General information)	<p>The Royal Society will fund 80% of the salary, directly allocated and indirect costs under the full economic costs model (FEC). Research expenses will be funded at 100% (subject to restriction outlined on page1 (see value of award) and page 7 (see Research expenses)).</p> <p>Applicants must consult with the appropriate financial administrators before completing these details.</p> <p>Please provide details of the funding required for each year of the research fellowship under the relevant headings. Note that year 1 = first year of fellowship from 1 October 2013. In the Duration (years) field lower down the page, please select 5 and then 5 columns will appear for you to complete.</p>
<b>Directly incurred costs</b>	<p>These are costs that can be explicitly identifiable as arising from the research fellowship. The university must have an auditable record for these costs.</p>
Basic salary	<p>State your required basic salary for each year of the research fellowship, the maximum that can be requested in the first year is £37,555.</p> <p>The aim of the Fellowship is to support researchers at an early stage of their research career. It is therefore expected that starting salaries requested by applicants will be comparable to those of early career lecturers. This salary should be at a level commensurate with your skills, responsibilities, expertise and experience. It is expected that requested salaries will be comparable to post-doctoral researcher or early stage lecturer salary scale points. The Society reserves the right to provide support at a different level if it is considered appropriate. Please include a spine point increase of 3% year on year.</p> <p>No other salaries can be requested as part of this research fellowship.</p>
On costs	<p>Please indicate the funding required for employer's oncosts e.g. employer's National Insurance contributions and employer's pension contributions.</p>
London Allowance	<p>Where appropriate, and if not included in basic salary, please give details of any London weighting allowance.</p>
<b>Research expenses</b>	<p>Up to £13,000 in year 1 and up to £11,000 in total each other year.</p>
Consumables	<p>Funding for essential consumables may be requested.</p>
Equipment	<p>Funding may be requested for the purchase of specialised equipment (including the cost of installation, spares or software procurement and the annual cost of maintenance or relocation charges specifically related to the newly purchased equipment).</p>

Travel within UK/travel outside UK	<p>Travel costs should be based on the most suitable and economical form of travel. Costs for attendance at conferences may be included, where attendance will be of direct benefit to the research.</p> <p>A maximum of 50% of the annual research expenses claim can be spent on travel. If you are requesting less than £6,000 in any one year, than the travel part can be up to £3,000 (i.e. possibly more than 50%).</p>
Other expenses	<p>Other expenses may include field trip expenses (including fieldwork fees/subjects/informants), access charges of external facilities, animal costs, animal and plant license fees, software licenses, etc.</p> <p>Funding for costs related to public communication can also be requested. The Society is keen to encourage activity in this area.</p> <p>Any request for other expenses must be fully justified.</p>
<b>Directly allocated costs</b>	<p>The costs of resources that will be used by you that are shared by other research activities. These are funded on the basis of estimates. This cannot include the purchasing and maintenance of animal costs.</p> <p>Please ensure that no indexation is added to these costs. This will be added automatically each year of successful awards in line with HM Treasury's GDP deflator.</p>
Estates costs	<p>Please provide details of the estates costs required for the duration of the research fellowship.</p> <p>These costs may include building and premises costs, basic services and utilities, clerical staff and equipment maintenance or operational costs that have not been included under other cost headings.</p> <p>Please consult with the appropriate financial administrators to obtain the relevant figure for your host organisation.</p>
Other	<p>Other directly allocated costs can be requested, calculated on the basis of estimates, with the exception of research and technical staff time and charge out costs for major facilities.</p> <p>Any request for other directly allocated costs must be fully justified. This cannot include the purchasing and maintenance of animal costs.</p>
<b>Indirect costs</b>	<p>Non-specific university costs e.g. costs of administration, such as personnel, finance, library and some departmental services, charged across all research activities, based on estimates that are not included as Directly Allocated costs.</p> <p>Like estates costs, indirect costs will be calculated by your host organisation and a single figure is required. Information about the derivation or justification of indirect costs and estates costs is not required.</p> <p>Please ensure that no indexation is added to these costs. This will be added automatically each year of successful awards in line with HM Treasury's GDP deflator.</p>
Start date	<b>This must be 1 October 2013</b>
Duration of award	<b>This must be 5 years.</b> The duration of the award is five years in the first instance, and may then be renewed. You should not apply for a shorter or longer duration.
Percentage full time	<b>This should be 100%.</b> It is possible to request to work on a part time basis at a later date.
Justification	<p>Please fully justify all claims for equipment, consumables, travel, other expenses and other directly allocated costs. Note any relevant scheme restrictions. Funding will not be awarded without justification.</p> <p><b>Plain text only</b> Maximum 2000 characters (including spaces).</p>



<b>Nominated referees</b>	
Two personal referees	<p>Provide details of two referees who can provide confidential references for your application. Please check with them that they are happy to provide the references, and inform them that they will be contacted by email and asked to provide references via the e-GAP system by <b>20 September 2012</b>.</p> <p>At least one referee should be someone who has worked closely with you, but the other must be external to your current research group. You should not choose both referees from your proposed host organisation, and if possible, one should be an international referee. Your named Head of Department cannot be listed as a referee.</p> <p>To add each 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 'Contact Now' to inform them you have added them as a referee before you can continue. You must click 'Save' after making your selections to ensure that you have added your referees correctly.</p> <p><b>You should send them Appendix 1</b> (page 14 of these notes) and advise them that the reference must be plain text only and there is a character limit is 2,000 characters including spaces.</p>

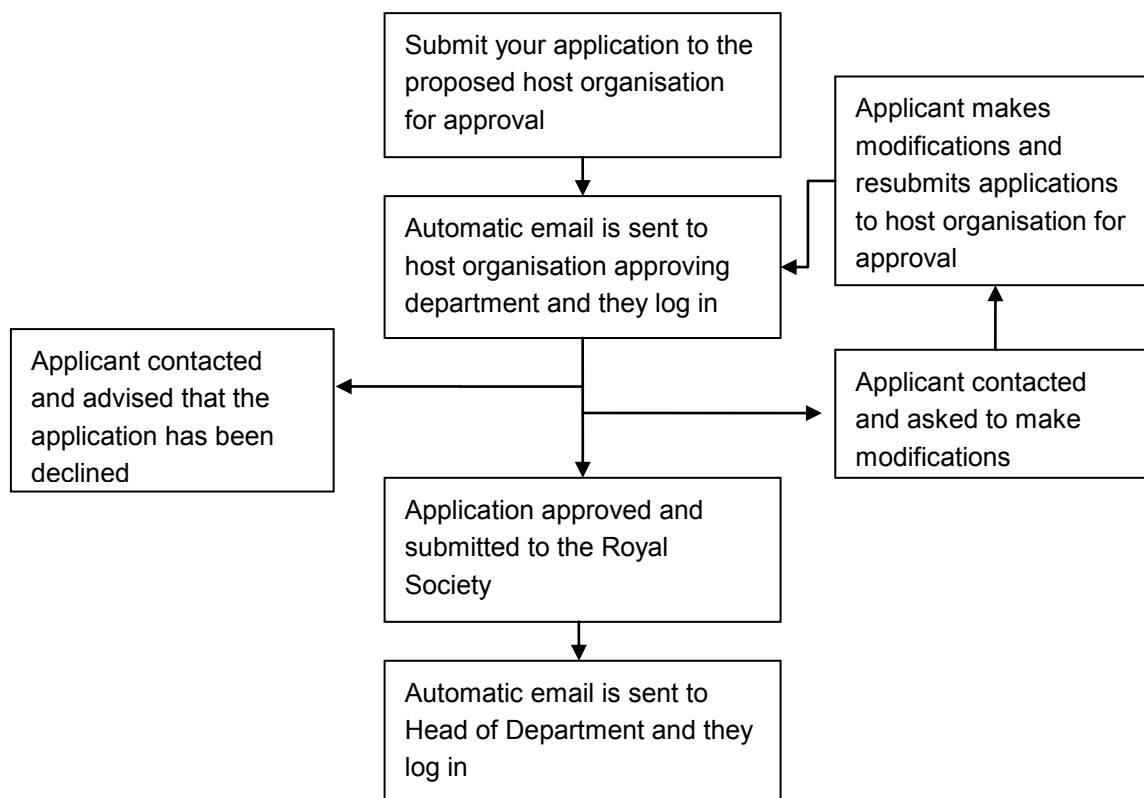
<b>Departmental support</b>	
Head of department	<p>Please provide details of the Head of Department at your host organisation. They will be contacted automatically by email. Please check that they are able to supply their statement by <b>20 September 2012</b>.</p> <p>Please check which email address your head of department would like to use, as they may already be registered on e-GAP and mistakes may lead to a delay in processing your application.</p> <p>The head of department is expected to detail your suitability for the department and also set out their intentions for your career progression at the host organisation.</p> <p>To add your Head of Department 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 'Contact Now' to inform them you have added them as the head of department before you can continue. You must click 'Save' after making your selections to ensure that you have added them correctly.</p> <p><b>You should send them Appendix 1</b> (page 14 of these notes), and advise them that the reference must be plain text only and there is a character limit is 1,000 including spaces.</p>

Equal opportunities	
Equal opportunities	<p>The Royal Society is committed to its policy of Equal Opportunity in the provision of its awards. Please help us to monitor the effectiveness of this policy by providing the information requested.</p> <p>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.</p> <p>This section is optional; however the Society would greatly appreciate it if you complete the details. You must either complete the form or tick the box stating that you do not want to complete the form ('Opt Out'). If you do not tick one or other of the boxes the system will regard your application as incomplete and will not allow you to submit it.</p>

### 3. Submission process

- Once the e-GAP application form is complete, you are strongly advised to create a PDF version of it and check it thoroughly (including email addresses and uploaded pdf files) 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 must be submitted by 20 September 2012 which is 1 week after the submission deadline.
- 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'.

## Submission process flow diagram



## 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 Departments/Referees are available and willing to provide references by no later than 20 September.
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 13 September 2012
5. Send Appendix 1 ('Instructions for Head of Department/Nominated Referee') to Heads of Departments/Nominated Referees.
6. Check that Heads of Departments/Referees have completed their references by no later than 20 September 2012.

## 4. Review process

The applications are assessed by the Research Appointments Panels; which are split by subject into one Biological Sciences Panels and three Physical Sciences Panels. Your application will automatically be allocated to a panel based on the subject group you select. All proposals submitted are initially reviewed and assessed by two members of the selection panel who have the most appropriate scientific expertise. Following this a shortlist is drawn up. The shortlisted proposals are reviewed by a minimum of two independent referees who have been suggested by the two panel members. Then a second shortlist is drawn up. Applicants that pass this stage will be invited for interview in April. Finally the selection panel considers each interviewed applicant at a meeting in April. It is expected that applicants will be notified of the outcome of their application by email by early May.

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

## 5 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: [URF@royalsociety.org](mailto:URF@royalsociety.org)).

## Appendix 1

Please pass a copy of these instructions to your Head of Department/ Nominated Referees. Once you have submitted your application for approval they will be contacted automatically by email.

### Instructions for Head of Department/Nominated Referee

References/statements can be submitted online using the Royal Society's electronic Grant Application and Processing (e-GAP) system before and up to 5 working days after the closing date. The deadline for references is 20 September 2012.

The e-GAP system automatically logs you out after periods of inactivity (typing is not considered activity). Therefore we recommend that you save your work frequently or, preferably, 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 a password will be sent to your email address directly from e-GAP.
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. Complete each tab including:
  - Your personal details (select 'Other' if your institution is not listed in the drop-down menu)
  - The written reference.
    - For the head of department the character limit is 1000 characters (including spaces) and they should detail the applicant's suitability for the department and also set out their intentions for the applicant's career progression at the host organisation.
    - For the nominated referees the character limit is 2000 characters (including spaces).

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, please contact the Grants Team on 0207 451 2539 email: [URF@royalsociety.org](mailto:URF@royalsociety.org).