The Newton International Fellowships Scheme

1. Overview
The Newton International Fellowships Scheme is delivered by the British Academy and the Royal Society. The Scheme has been established to select the very best early stage post-doctoral researchers from all over the world and enable them to work at UK research institutions for a period of two years. The Scheme covers researchers in all disciplines covered by the two academies – physical, natural and social sciences, and the humanities.

Objectives of the Newton International Fellowships Scheme
- To ensure the UK engages with the best post-doctoral researchers, across all disciplines of physical, natural and social sciences, and the humanities, from around the world.
- To provide an opportunity for post-doctoral researchers at an early career stage from any country outside the UK to work at a UK research institution for two years.
- To foster long-term relations between Newton Fellows and the UK research base through the establishment of an alumni programme for former Fellows of this Scheme. The alumni programme will include the possible provision of further funding for Newton Fellows for up to 10 years for follow-on activities, to enable links with UK based researchers to be maintained and developed. This is expected to facilitate, in the longer term, improved access to international centres of excellence for UK-based researchers.

Opening, closing and result dates
The current round opens for applications on 31 January 2011. The closing date for the round of applications is 4 April 2011. Results will be announced no sooner than end of October 2011.

Duration and Level of Funding
Fellowships are tenable for a period of two years. Funding will consist of £24,000 per annum for subsistence costs and up to £8,000 per annum research expenses, as well as a one-off payment of up to £2,000 for relocation expenses.

Follow-on Alumni funding for Newton Fellows
Newton Fellows may also be eligible to receive up to £6,000 annually for up to 10 years following the tenure of their Fellowship to support networking activities with UK-based researchers. Information regarding the Follow-on Alumni funding will be sent to successful Newton Fellows during the course of the Fellowship.

Contribution to Overheads
Newton International Fellowships will not be costed on the basis of full economic costing (FEC). Instead, awards will include a contribution to the overheads incurred, at a rate of 50% of the total award to the visiting researcher. (For example: if award is £34,000 in the first year (£24,000 + £8,000 + £2,000), contribution to overheads is £17,000; total value award for first year is £51,000). The contribution to overheads is to enable a UK host organisation to host a Fellowship. Newton Fellows will not have access to this funding.

Important changes
Please note the following which apply to this new round and are important changes to the guidance for applicants:
- There are approximately 40 Newton Fellowships available in this round.
- The engineering subjects will now be those covered by the Royal Society.
- Newton Fellows must be based in the UK at the UK host organisation for the two year period. Where appropriate short field trips, which must not total more than one month per annum, abroad may be possible.
- Applicants who completed their PhD at a UK organisation must have been working and based outside the UK for a significant amount of time and not just a few months. Applicants must be working and be based outside of the UK at the time of application. If applicants are proposing to return to their UK
PhD institution for the Fellowship, the added benefit of continued collaboration should be clearly stated.

Contact Information
Any enquiries 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 or the ‘Questions’ page on the website:

Newton International Fellowships
6-9 Carlton House Terrace
London SW1Y 5AG
Tel +44 (0)20 7451 2559
Fax +44 (0)20 7930 2170
Email info@newtonfellowships.org
Web http://www.newtonfellowships.org
2. Eligibility and assessment criteria

**Applicant**
- Applicants should have completed a PhD and have held no more than 2 postdoctoral positions or equivalent experience at a comparable level.
- Applicants in the final stages of their PhD will be accepted provided that the PhD will be completed (including viva) before the start date of the Fellowship. Confirmation of award of the PhD will be required before any Fellowship award is confirmed.
- Applicants should be working outside the UK and should not hold UK citizenship at the time of application. Researchers already living, working or researching in the UK are not eligible to apply. Researchers working outside the UK but employed by a UK organisation are also not eligible to apply.
- Contact between the UK Sponsor and Applicant prior to the application is essential. This contact should lead to a clearly defined and mutually-beneficial research project proposal. Please note that the two implementing academies will not be able to assist in locating a UK Sponsor.
- Applicants must be competent in oral and written English. The UK Sponsor must confirm their competency on the application form and in their supporting statement.
- Applications from individuals who have not studied or worked in the UK previously are encouraged as the scheme aims to establish new links between the applicant and the UK.
- Proposed Fellowships must be carried out in the UK at the UK host organisation for the two year period. Applicants cannot conduct their research outside the UK but short field trips abroad may be possible where appropriate. The short field trips abroad must not total more than one month per annum.
- Applicants who completed their PhD at a UK organisation must have been working and based outside the UK for a significant amount of time and not just a few months. Applicants must be working and be based outside the UK at the time of application. If applicants are proposing to return to their UK PhD institution for the Fellowship, the added benefit of continued collaboration should be clearly stated.
- Applicants can only submit one application in a round. The application must be with only one co-applicant at a UK host organisation.

**UK Sponsor and host organisation**
- The UK Sponsor (co-applicant) must hold a permanent or fixed term contract in a publicly-funded research organisation. In the case of fixed term contracts, employment must continue for at least the duration of the project.
- The host organisation is the UK institution, which employs the UK sponsor.
- The UK Sponsor must be an established researcher of at least post-doctoral (or equivalent) status and must make all the necessary practical and administrative arrangements for the duration of the Fellowship.
- The UK Sponsor must be based in the UK at the UK host organisation.
- Researchers working in governmental research institutes are not excluded from acting as sponsors but they must explain in their application why their institute is not funding the Fellowship.
- Applications cannot be accepted from private or commercial organisations.

**Discipline remit**
- The Scheme is open to applications from all subject areas of physical, natural and social sciences, and the humanities covered by the two academies.

**References**
Six reference statements are required for the application. The following individuals need to be listed in the application for a reference:

- Under the Departmental Support section, applicants need to input the email/details of 4 people:
  - Head of Department at the UK organisation
  - Head of Department at the applicant’s overseas institution
  - Applicant’s current supervisor
  - UK sponsor
If the applicant’s Head of Department is also their current supervisor, an alternative referee to supply the head of department statement is required, eg. Head of School/Faculty.

If the UK Sponsor is also the Head of Department at the UK organisation, an alternative referee to supply the head of department statement is required.

- Under Nominated Referees section, applicants need to input emails/details of 2 people. These 2 referees should be able to provide unbiased comment on the field of research and on the applicant and/or the UK sponsor. At least one of the nominated referees must be a UK based researcher.

- All reference statements must be completed via e-GAP² no later than 5 working days after the round deadline (ie. the reference deadline is on 11 April 2011). Late references will not be accepted. Any application with insufficient references will be rejected. It is the applicant’s responsibility for ensuring that all references are submitted via e-GAP² by the reference deadline.

**Timing**
Fellowships must start in January 2012. Fellowships are for a continuous 2 year period.

**Assessment criteria**
The primary considerations are listed below. Successful applications should be strong in all respects:
- The academic research background of the Applicant
- The quality of the proposed research project
- The expected benefits for the career development of the Applicant
- The track record of the UK Sponsor and host organisation in the area of proposed research
- The suitability of the UK Sponsor and host organisation for the Applicant’s research project
- The additional benefits for the UK Sponsor and host organisation.
3. Completion of the application form

3.1 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.

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

3.2 Important information – to be read before starting an application

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 your Personal Details information is up to date.

Automatic log-out: Save your work regularly to prevent accidental loss of text. Please note that 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 (Please note that 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. 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 application’ 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 (and which they would prefer to be contacted through) 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-GAP² 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-GAP² 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.

**3.3 The Application Form**

The ‘Funding schemes’ section of your e-GAP² account will show all rounds currently open for application and any applications you have made. To make an application click on ‘Apply now’ in the required round: the scheme name description and round deadline are displayed here.

The Applicant must start, complete and submit the application from their own e-GAP² account.

The application can be completed by using the navigation tabs on the e-GAP² screen. It is divided into several sections:

- **Summary**
- Applicant Personal Details
- Applicant Career Summary
- Co-Applicant Personal Details (UK Sponsor)
- Co-Applicant Career Summary (UK Sponsor)
- Organisations (UK host organisation)
- Proposal
- Financial Details
- Nominated Referees
- HoD Statement
- Equal Opportunities

A full list of the required fields can be found in Appendix 1.

Once you have started your application this will show the status i.e. draft incomplete/ draft complete (when all mandatory fields are complete)/ submitted (to UK host organisation) /approved (authorised by UK host organisation and submitted for consideration).

**Completing the e-GAP² 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.

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<th>Summary</th>
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<td><strong>Summary table</strong></td>
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<table>
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<tr>
<th>Applicant Personal Details</th>
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<tbody>
<tr>
<td><strong>Title, names, address, country, etc.</strong></td>
</tr>
<tr>
<td><strong>Nationality</strong></td>
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</tbody>
</table>
Email | 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.
Telephone number | Please enter your work telephone number, including the international code.
Fax number | If applicable, please enter your fax number including the international code.
Abstract | Please provide an abstract or brief description of your proposed project, avoiding specialist terminology. Maximum 1000 characters, including spaces.

### Applicant Career Summary

| Statement of qualifications and career | Please list all your posts and the dates in reverse chronological order, including awards and prizes. Please also include qualifications and dates obtained. The depth of information you provide is up to you, but this will represent you under assessment and so it is worth including as much good evidence for your academic merit as possible.
To add a position please select ‘Add Qualification’ highlighted in blue and 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 include the position title and institution.
Please note that this is a mandatory field.
| Field of specialisation | Please type in your field of specialisation. Maximum 200 characters, including spaces.
| Publications | Please provide details of authors, titles and references of up to five of your best publications in refereed journals, in reverse chronological order. You should choose not only the best but also those most relevant to the application to support your case. Maximum 1500 characters, including spaces.
| Subject Group | Please select from the drop down menu.
| Subject | Please select from the drop down menu.
| Present research | Please provide an outline summary of your present research. Maximum 1500 characters, including spaces.
| Present Position | State your current position title.
| Present Employer | State the organisation name of your current employer. Please enter the official name.
| Present Department | State your current department (e.g. Department of Astrophysics).
| Present position start and end dates | State when your present position started and is expected to finish. If the end date is not applicable, just enter 04/04/2011.
| PhD Awarded Date | Please enter the date that you were awarded your PhD. If you have not received your PhD, please enter your expected completion date.
| Previous Support Description | Please provide information on any awards received during the last two years.
| Where did you hear about this scheme? | Please select from the drop down menu.
| PhD Institution | State the name of the institution where you were awarded or are completing your PhD.
| PhD Country | State the country in which you were awarded or will be awarded your PhD |

**Co-applicant Personal Details** (ie. UK sponsor’s details)

This section should be completed by the UK sponsor. Please note that in order for your UK Sponsor to have access to the application form to complete the Co-applicant sections, they must also have an e-GAP user account and you must share the application with them. To do this, on the 'Co-Applicant Personal Details' tab click 'Add Co-Applicant', enter their e-GAP email login and then click 'Next'. You must confirm their details and then click 'Next'. You must then tick the sections of the application that your UK Sponsor needs to view or edit. It is essential for them to have access to the 'Co-Applicant Personal Details' and 'Co-Applicant Career Summary' sections, as well as the 'Proposal' section. It is up to you whether to allow them access to other sections.

| Title, names, address, country, etc. | Take care to complete this accurately. Errors in this section can cause difficulties in processing the application. |
| Nationality | Please add the UK sponsor’s nationality. To add more than one nationality, please use the ‘add’ button again. Please note that this is a mandatory field. |
| Email | Enter the UK sponsor’s email address. It is important that this is accurate. |
| Telephone number | Please enter your UK sponsor’s work telephone number, including the international code. |
| Fax number | If applicable, please enter your UK sponsor’s fax number including the international code. |

**Co-applicant Career Summary** (ie. UK sponsor’s career summary)

This section should be completed by the UK sponsor. Please note that in order for your UK Sponsor to have access to the application form to complete the Co-applicant sections, they must also have an e-GAP user account and you must share the application with them. To do this, on the 'Co-Applicant Personal Details' tab click 'Add Co-Applicant', enter their e-GAP email login and then click 'Next'. You must confirm their details and then click 'Next'. You must then tick the sections of the application that your UK Sponsor needs to view or edit. It is essential for them to have access to the 'Co-Applicant Personal Details' and 'Co-Applicant Career Summary' sections, as well as the 'Proposal' section. It is up to you whether to allow them access to other sections.

| Statement of qualifications and career | Please list all positions held over the previous 5 years and the dates in reverse chronological order. The depth of information you provide is up to you, but this will represent you under assessment and so it is worth including as much good evidence for your academic merit as possible. To add a position please select ‘Add Qualification’ highlighted in blue and 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 include the position title and institution. Please note that this is a mandatory field. |
| Field of specialisation | Please type in your field of specialisation. Maximum 200 characters, including spaces. |
| Publications | Please provide details of authors, titles and references of up to five of your best publications in refereed journals, in reverse chronological order. You should choose
not only the best but also those most relevant to the application to support your case. Maximum 1500 characters, including spaces.

<table>
<thead>
<tr>
<th>Subject Group</th>
<th>Please select from the drop down menu.</th>
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<tbody>
<tr>
<td>Subject</td>
<td>Please select from the drop down menu.</td>
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<table>
<thead>
<tr>
<th>Present research</th>
<th>Please provide an outline summary of your present research. Maximum 1500 characters, including spaces.</th>
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<tbody>
<tr>
<td>Present Position</td>
<td>State your current position title.</td>
</tr>
<tr>
<td>Present Employer</td>
<td>State the organisation name of your current employer. Please enter the official name.</td>
</tr>
<tr>
<td>Present Department</td>
<td>State your current department (e.g. Department of Astrophysics).</td>
</tr>
<tr>
<td>Present position start and end dates</td>
<td>State when your present position started and is expected to finish. If you have a permanent position and hence the end date is not applicable, please enter an estimated date of retirement.</td>
</tr>
<tr>
<td>PhD Awarded Date</td>
<td>Please enter the date that you were awarded your PhD.</td>
</tr>
<tr>
<td>Current Funding Description</td>
<td>Please provide information on any current funding.</td>
</tr>
<tr>
<td>Previous Support Description</td>
<td>Please provide information on any awards received during the last two years.</td>
</tr>
</tbody>
</table>

**Organisations**

| Host organisation | This section allows you to choose the UK host organisation from the list of eligible institutes; you must select the organisation which will be hosting the Fellowship.  
- 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:  
  - you are applying less than 5 days before the deadline  
  - 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 round deadline (4 April 2011). |

**Proposal**

<table>
<thead>
<tr>
<th>Subject group and subject</th>
<th>Please select the group that most closely reflects your area of research as this will enable us to allocate you to the correct selection panel, and then a more specific subject.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project title</td>
<td>State the title of the proposed research. Maximum 100 characters including spaces</td>
</tr>
<tr>
<td>Start and End Dates</td>
<td>State the start and end dates of the proposed project. The research must be for a continuous 2 year duration. Please note Fellowships must commence in January 2012.</td>
</tr>
</tbody>
</table>
**Research Proposal**

Please provide a general description of the proposed research to be carried out. This should include, but is not limited to, the following:

- clear specification of the context and research objectives of the proposed study
- description of the methodology to be used
- a realistic research programme, describing the activities that will take place, and explaining how they will contribute to the achievement of the research objectives
- The inclusion of citations is not mandatory, but if included would need to be within the maximum character limit.

Maximum 8000 characters including spaces.

Figures cannot be included in the proposal. All proposals must be in text format and there are no facilities to upload any accompanying documents.

**Previous Contact**

Please provide details of any previous contact with the UK sponsor and indicate whether you have met them personally.

**Potential Applications**

Please provide details of potential applications that you have submitted or will be submitting for other Fellowships.

**Comply with Policy on 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](http://royalsociety.org/News.aspx?id=1254&terms=animal+policy)). Otherwise, please tick 'Not applicable'.

**Proficient in reading, writing & speaking English**

Please provide your standard of English for each of the three categories. Please use the terms bilingual/fluent/good/moderate/basic to describe your knowledge of English in reading, writing, speaking.

**Benefits to individuals/institutions**

Describe clearly the planned outcomes and any potential benefits that will result from the proposed Fellowship for you, your UK Sponsor and your organisations. Maximum 1000 characters, including spaces.

**Benefits to UK**

Describe any potential benefits to the UK and UK research that will result from the proposed Fellowship. Maximum 1000 characters, including spaces.

**Benefits to Overseas Country**

Describe any potential benefits to the overseas country and/or country of origin that will result from the proposed Fellowship. Maximum 1000 characters, including spaces.

**Multidisciplinary proposal**

Please indicate whether your proposal covers more than one of the following subject groups: physical sciences; biological sciences; humanities or social science. If so, please indicate which subject groups it covers, eg. ‘My proposal covers biological sciences and social science.’ Please enter N/A if your proposal falls within one subject group only.

**Financial details**

The Newton International Fellowship Award will cover subsistence, relocation, and research expenses at fixed levels quoted in these notes. We will also make a contribution to the overheads incurred by the project; this will be equal to 50% of the total award and will be worked out automatically.

Payments to International Fellowship holders are classified as subsistence payments and do not constitute a salary. All payments will be made in quarterly instalments directly to the UK host organisation.
- Please provide details of the funding required for each year of the Fellowship under the relevant headings. Newton Fellowships are tenable for two years.
- Subsistence - The annual subsistence rate is fixed at £24,000. If you enter an incorrect amount this will be changed upon receipt of your application.
- Research costs - Newton Fellows are entitled to up to £8,000 per annum which can be spent on: equipment, consumables or travel within the UK or internationally. Costs associated with conference travel, attendance or conference organisation are not covered by the scheme. Please enter the amount required in the relevant boxes ensuring the total is not larger than £8,000 per year.
- Relocation Expenses - Newton Fellows are entitled to up to £2,000 relocation expenses in the first year of their Fellowship. This can be used to cover the costs incurred from moving from current institution to the UK host organisation and can include transportation costs. Please enter no more than £2,000 under Year 1, in ‘Travel International’. The amount for ‘Travel International’ must be £0 under Year 2.
- Other – This field must be left as £0.00
- Costs associated with accompanying dependents are not covered by the scheme.
- The Subtotals and Totals will be calculated automatically.
- The Award includes a fixed contribution towards the overheads incurred by the project. This will be exactly 50% of the total award for the Fellow. You do not need to include this in the financial details table.

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Please provide the estimated start date of the Fellowship. This must be in January 2012.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration (Years)</td>
<td>This is the duration of the proposed Fellowship. The Fellowship must be a continuous 2 year period so please select ‘2’ from the drop down menu. When you have selected ‘2’, you should see 2 columns in the Financial Details table. There should be a column for Year 1 finances and a column for Year 2 finances. Applications for durations other than 2 years will not be accepted.</td>
</tr>
<tr>
<td>Justification</td>
<td>Please fully justify all claims for funding, especially the requests for Research Costs. Maximum 2000 characters, including spaces.</td>
</tr>
</tbody>
</table>

**Nominated referees**

Under the Nominated Referees tab, you need to input emails/details of two academics. Statements from the two nominated referees are required and these must be submitted by the referees via eGAP by the reference deadline.

The guidelines for choosing a nominated referee are as follows:
- The primary consideration is that he/she is able to comment independently and authoritatively on your application.
- At least one nominated referee must be based in the UK.
- It is requested that one referee be nominated by the Applicant and one by the UK Sponsor.
- Nominated referees from the same institution as the Applicant or UK Sponsor will not be accepted. The referee must not be a member on the assessment panel for this Scheme or a member of any of the academics’ Councils.
- References must be submitted in English.

Applicants need to ensure that all referees are willing and available to provide a reference via eGAP before submitting the application. Your referees must be able to supply their statement.
within 5 working days of the round closing date. References are to be submitted via e-GAP² by 11 April 2011 at the very latest.

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. Mistakes may delay the processing of your application.

To add each referee click ‘Add Referee’ and enter their email address. Check if they are already registered on e-GAP² by clicking ‘Check Email’, and if not, enter their details. You can then select ‘Contact Now’ to inform them you have added them as a referee. If you select ‘Don’t Contact’, the referee will not be contacted at this stage. We strongly advise you to select ‘Contact Now’ to inform them you have added them as a referee. You must click ‘Save’ after making your selections to ensure that you have added your referees correctly.

Please pay particular attention to ensure you give the correct email address of any referee in the application. Mistakes may delay the processing of your application.

You should send your referees a copy of your application and Appendix 2 (page 17 of these notes), and advise them that the reference must be submitted via e-GAP² and that the reference will not be accepted in any other format.

It is the Applicant’s responsibility to ensure that referees’ statements are submitted in time.

**Departmental support**

Under the Departmental Support tab, you need to input the email/details of the following four academics:

1) Head of Department at the UK organisation
2) Head of Department at the applicant’s overseas institution
3) Applicant’s current supervisor
4) UK sponsor, ie. co-applicant

If the applicant’s Head of Department is also their current supervisor, an alternative referee is required to supply the reference, eg. Head of School or Head of Faculty.

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

Statements will be requested from the four names listed in the section. The statements must be submitted by them via eGAP².

Applicants need to ensure that all statement providers are willing and available to provide a reference via e-GAP², before submitting the application. Your statement providers must be able to supply their statement within 5 working days of the round closing date. **Statements are to be submitted via e-GAP² by 11 April 2011, at the very latest.** It is the applicant’s responsibility to ensure all references and statements are submitted in time. Late references will not be accepted. Incomplete references will mean that an application will be deemed to be ineligible. References must be submitted in English.

Please check which email address the referee/statement provider would like you to use as they may already be registered on e-GAP². Mistakes may delay the processing of your application.

To add a statement provider click ‘Add HoD’ and enter their email address. Check if they are already registered on e-GAP² by clicking ‘Check Email’, and if not, enter their details. You can then select ‘Contact Now’ to inform them you have added them as a referee. If you select ‘Don’t Contact’, the referee will not be
contacted at this stage. We strongly advise you to select ‘Contact Now’ to inform them you have added them as a referee. You must click ‘Save’ after making your selections to ensure that you have added your referees correctly.

Please pay particular attention to ensure you give the **correct email address** of any referee or statement provider in the application. If you clicked on ‘Don’t Contact’ when adding an individual, on approval of the application the referee will automatically be contacted by email to request the reference via the eGAP² system.

No provision is made for non-receipt of these automatic emails; please check the referee/statement provider has been contacted and received their log-in details. The Royal Society will not be held responsible for automated emails that are not received due to address errors or spam filters.

**You should send your referees a copy of your application and Appendix 2** (page 17 of these notes), and advise them that the reference must be submitted via e-GAP and that the reference will not be accepted in any other format.

**It is the Applicant’s responsibility to ensure that referees’ statements are submitted in time.**

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**Equal opportunities**

The British Academy and the Royal Society are 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.

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**Ethical policy**

- Applicants are expected to ensure that any ethical issues arising from their research projects will be covered by the relevant professional Code of Conduct. Where this does not apply, Applicants are expected to ensure that ethical approval is obtained from the host organisation.
- For research projects involving the use of animals for experimentation, Applicants must comply with the ‘Statement of the Royal Society’s position on the use of animals in research’. The Statement can be found at [http://royalsociety.org/News.aspx?id=1254&terms=policy+statement+animals+in+research&fragment=&searchType=&terms=policy statement animals in research](http://royalsociety.org/News.aspx?id=1254&terms=policy+statement+animals+in+research&fragment=&searchType=&terms=policy statement animals in research).

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**4. Submission process**

- Once the e-GAP² application form is complete, you are strongly advised to create a PDF version of it and check it thoroughly (including email addresses) before submitting it for approval by your UK 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 UK host organisation to process it (including requesting changes) and provide their approval by the round closing date. We recommend that you allow at least 5 working days for this process.
- If your host organisation approver requests modifications through the e-GAP² email facility, they can unlock your application, allowing you to edit it. Once you have completed the requested changes,
please re-submit your application for approval. Please also contact your UK sponsor and alert them to the changes.

- Once the UK 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, those detailed in the Nominated Referee and Departmental Support sections will receive automated emails requesting them to provide their statements/references on e-GAP\(^2\). These references should be submitted by 11 April 2011 at the latest. It is the applicant’s responsibility to ensure the all references and statements as outlined in these notes are submitted by the reference 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\(^2\) and click on the link to the Application Summary.

- See Appendix 3 for a flow diagram of the application process.

5. Other sections/buttons
- Information – you can download the scheme notes, conditions of award or other supporting documents here.
- Submit for approval – once all sections have been completed the Submit button will become active, please check through your application carefully before submitting.
- Offers – this will only become active if your application is successful and you have been offered an award.
- Share application – you can use this button to allow others to view your application through their e-GAP\(^2\) accounts by providing the email address they use as their log-in.
- Delete/recover application – if you decide not to apply you can use this to delete your application, once deleted you can recover your application for up to 7 days after the time of deletion.

6. Hints and tips
The Scheme is competitive and as such it is important to make the best case for your application. You should:
- Include all relevant information and supporting arguments in the application; the application stands alone and there is no opportunity for reconsideration on further evidence after assessments have been made.
- Please also note that extra information cannot be added to applications that have been approved by the UK host organisation.
- Pay close attention to the assessment criteria to ensure you are providing the necessary information to show how your application meets these.
- Present your application clearly. In addition to an excellent research proposal, demonstrating evidence of good planning, financial responsibility and measurable outcomes are very important.

7. 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\(^2\) application form at least one week before the closing date.
2. Before submitting your application, check that those detailed in Departmental support and Nominated Referees sections are available and willing to provide references by 11 April 2011.
3. Submit application to UK host organisation approver via e-GAP\(^2\) at least 5 working days before the round closing date.
4. Check that the UK host organisation approver has approved your application by 4 April 2011.
5. Send copies of your application and Appendix 2 (‘Instructions for Statement Providers and Referees’) to those detailed in the Departmental support and Nominated Referee sections.
6. Check that those detailed in the Departmental support and Nominated Referee sections have completed their references by 11 April 2011. You can view the status of the references on the application summary.

8. Enquiries
Any enquiries 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 or the ‘Questions’ page on the website:

Newton International Fellowships
6-9 Carlton House Terrace
London SW1Y 5AG
Tel +44 (0)20 7451 2559
Email info@newtonfellowships.org
Web http://www.newtonfellowships.org
Appendix 1
Full application data:

Character limits are given in brackets and include spaces.

### APPLICANT PERSONAL DETAILS
- **Title**
- **First Name**
- **Surname**
- **Address**
- **Country**
- **Nationality**
- **Email**
- **Telephone**
- **Fax**
- **Abstract** (max 1000 characters)

### APPLICANT CAREER SUMMARY
- **Statement of qualifications and career**
- **Field of specialisation** (max 200 characters)
- **List of publications** (1500 characters)
- **Subject Group**
- **Subject**
- **Present research** (1500 characters)
- **Present Position**
- **Present Employer**
- **Present Department**
- **Present Position start date and end date**
- **PhD Awarded Date** (or expected if not yet received)
- **PhD Institution**
- **PhD Country**
- **Previous Support**

### CO-APPLICANT PERSONAL DETAILS
- **Title**
- **First Name**
- **Surname**
- **Address**
- **Country**
- **Nationality**
- **Email**
- **Telephone**
- **Fax**

### CO-APPLICANT CAREER SUMMARY
- **Statement of qualifications and career**
- **Field of specialisation** (200 characters)
- **List of publications** (1500 characters)
- **Subject Group**
- **Subject**
- **Present research** (1500 characters)
- **Present Position**
- **Present Employer**
- **Present Department**
- **Present Position start date and end date**
- **PhD Awarded Date** (or expected if not yet received)
- **PhD Institution**
- **PhD Country**
- **Previous Support**

### PROPOSED FELLOWSHIP
- **Subject group**
- **Subject**
- **Title of proposed research** (100 characters)
- **Research Proposal - General purpose** (8,000 characters)
- **Start date/end date/duration**
- **Previous contact** (500 characters)
- **Potential Applications**
- **Language details**
- **Benefits of research to individuals and institutions** (1000 characters)
- **Benefits to the UK** (1000 characters)
- **Benefits to overseas country** (1000 characters)
- **Multidisciplinary proposal**

### REFERENCES
- **Nominated Referee 1**
- **Nominated Referee 2**

### HOD STATEMENTS
- **Current supervisor**
- **UK Sponsor**
- **UK Head of department**
- **Overseas Head of department**

Please supply names, positions and email addresses – referees will be contacted automatically via e-GAP.

We recommend that you provide referees with a copy of your application and of the attached guidance for referees.

### FINANCIAL DETAILS
- **Subsistence**
- **Equipment**
- **Consumables**
- **Travel UK**
- **Travel International** – ie. relocation cost Yr 1
- **Start date**
- **Duration of Fellowship**
- **Justification of requested costs** (2000 characters)
Appendix 2
Guidance for Statement Providers and Referees on e-GAP

If you have been detailed as a statement provider or nominated as a referee by an Applicant for a Newton International Fellowship, 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 11 April 2011.

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, 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.

If you have not used e-GAP before you will be sent an email containing your log-in details to access e-GAP. Please note that these can also be used in future for any other tasks and are not just relevant to this reference.

Please note: The email address is the unique identifier on e-GAP, so it is important that you always use the exact same email address that the Applicant has provided when logging on to e-GAP. If you are already registered on e-GAP/ e-GAP please advise the Applicant to use the appropriate email address.

Information required
You may be asked specific questions related to the application so please log-on and look at the application and the reference form before formulating your response. You may be asked about the Fellowship Applicant and/or the UK Sponsor. You will not be expected to know either or both personally.

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.

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 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 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. Complete all tabs of the reference form and click on ‘Save’ at regular intervals as you proceed:
• For the written reference:
  o For the departmental support providers the character limit is 5000 characters including spaces. Text will not save if it is over the limit.
  o For the nominated referees the character limit is 2000 characters including spaces. Text will not save if it is over the limit.
  o References must be written in English.

Click on ‘Save’ at regular intervals as you proceed.

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.) When you have successfully submitted your reference, you should get acknowledgement of this on the screen, in the top left hand corner.

Contacting us:
If you encounter any other problems with accessing the referee form please contact us using the details below. It is helpful if you can provide the name of the Fellowship Applicant or the UK Sponsor, or either of their email addresses. At least one of these will be given in the reference request email.

Email: info@newtonfellowships.org
Tel: +44 (0)20 7451 2559
Appendix 3
Application process

Opening: 31 January 2011

Applicant and UK sponsor fill in online forms

Application is submitted to the UK Host Organisation’s approving department at least 5 days before official deadline

UK Organisation Approval

Final submission to Newton International Fellowship Office by deadline: 4 April 2011

Application is checked for eligibility and complete set of references.

Application enters selection process

Award

Automatic request of:
1. Statements from Head of Departments
2. Statements of support from UK sponsor and applicant’s current supervisor
3. Statements from nominated referees

Statements must be provided via e-GAP within 5 workings days of the deadline. Reference deadline is 11 April 2011.

Late submissions: Rejection

Rejection

Rejection

Rejection