

Guidance for Referees on e-GAP²

If you have been nominated as a referee by an Applicant for a Newton International Fellowship, this reference should be provided electronically via e-GAP (electronic Grant Application and Processing): <http://www.newtonfellowships.org> (or directly via <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 deadline. If you will not be available to complete the reference in this time please inform the Applicant and/or the office.

Obtaining your log in details

If you have used e-GAP² before you will be asked to log-in using your password previously supplied. If you do not remember this you can receive a reminder from the log-in page or by contacting e-gap@royalsociety.org.

If you have not used e-GAP² before you will be sent an email containing your log-in details to access e-GAP². NB 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-GAP², so it is important that you always use the exact same email address that the Applicant has provided when logging on to e-GAP². If you are already registered on e-GAP/ e-GAP² please advise the Applicant to use the appropriate email address.

Viewing the application and the referee form

When you have the necessary log-in details you should go to e-GAP², log-in, and go to:

- Tasks
- Reference List
- Click on 'View' next to the name of the Applicant in the list.

You will have the option to view the application online. Please fill in all of the sections on the form, save this information and then submit it to the office, ensuring that you then get acknowledgement of this on the screen.

Information required

You will 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.

NB There will be a size limit imposed on the reference, please check your statement is within the limit.

Using e-GAP²

Please note the following:

- Save information entered as you proceed: you may be automatically logged out after a long period of inactivity and any unsaved information will be lost.
- All text boxes have maximum character limits which include spaces between words, symbols and punctuation: text will not save if it is over the limit. Please check all information has been saved correctly before logging out.

Contacting us:

If you do not receive your password or 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

Fax: +44 (0)20 7930 2170