

## Appendix 2

### Guidance for Statement Providers and Referees on e-GAP<sup>2</sup>

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<sup>2</sup> (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 **16 March 2016**.

#### 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<sup>2</sup> before, an account will have automatically been generated for you using the email address supplied by the Applicant. If you have forgotten your password, do not know your password or are using e-GAP<sup>2</sup> for the first time, click the 'Forgotten Password?' link and enter the email address supplied by the applicant in the application (Please contact the applicant directly if you are unsure of the email address inputted). An email containing a link to reset your password will be sent to you. Click on the link to set/reset your password. (Knowledge of previous passwords is not required.) Please note that the email link is time limited and will become inactive after 30 minutes of being requested. Therefore please only click on the 'Forgotten Password?' link when you are able to complete the process within 30 minutes.

Please note that your login details 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<sup>2</sup>, so it is important that you always use the exact same email address that the Applicant has provided in the application when logging on to e-GAP<sup>2</sup>. If you are already registered on e-GAP<sup>2</sup> please advise the Applicant to use the appropriate email address.

#### Providing a reference or statement on e-GAP<sup>2</sup>

The e-GAP<sup>2</sup> 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<sup>2</sup>, using the following instructions:

1. Go to the e-GAP<sup>2</sup> website: <https://e-gap.royalsociety.org/Login.aspx>
2. Enter your email login. If you have never used e-GAP<sup>2</sup> 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<sup>2</sup> 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:
    - For the departmental support providers the character limit is 5000 characters including spaces. Text will not save if it is over the limit.
    - For the nominated referees the character limit is 2000 characters including spaces. Text will not save if it is over the limit.
    - References must be written in English. If a reference is not submitted in English, it will not be accepted and may make the application ineligible.

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.

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<sup>2</sup>. If you exceed specified character limits the system will not allow you to save and submit your reference.

## **Information required**

### Nominated Referee

The form is split into three tabs. In the first tab you should enter your personal details. In the second tab you should comment on the application (up to 2000 characters). Any comments you can make on assessment criteria, detailed below, would be very helpful. In the third tab you will be asked to score the application (on a scale between 1 and 7) so you may wish to log-on and look at the application and the reference form before formulating your response. You will be asked about the Fellowship Applicant and/or the UK Sponsor. You will not be expected to know either or both personally.

### Statement of Support Providers

The following people should provide a statement of support:

- 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, i.e. co-applicant

When you log in to e-GAP<sup>2</sup> and click 'Reference List'. You will be asked to provide a Head of Department statement regardless of your relation to the applicant. Please fill in this form even if you are the applicant's current supervisor or the UK sponsor. There is one tab and you will be asked to provide your contact details and your statement, supporting the applicant's proposal. Any comments you can make on any (but not necessarily all) of the assessment criteria detailed below would be very helpful (up to 5000 characters).

## 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 organization.
- For Newton Fund countries: The expected benefits to the overseas country, in particular the extent to which the award will contribute to the transfer of knowledge and research capabilities which will contribute to advancing economic development and social welfare of the partner country.

### **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](mailto:info@newtonfellowships.org)**

**Tel: +44 (0)20 7451 2238**