

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 2012. The closing date for the round of applications is 16 April 2012. Results will be announced at the end of October 2012.

There are approximately 40 Newton Fellowships available in this round.

Duration and Level of Funding

Fellowships are tenable for a continuous period of two years. Newton Fellows must be based in the UK at the UK host organisation full time for the two year period. 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:

- All applicants must be working and be based outside of the UK at the time of application.
- 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, at the time of application. Applicants proposing to return to their UK PhD organisation and/or PhD supervisor will

normally be considered to be ineligible and so applicants must have exceptional reasons for proposing to do so.

Privately Funded Fellowships

The Sino-British Fellowship Trust and the K.C. Wong Foundation have generously provided the Royal Society with private funding to support a total of 3 Chinese individuals to be selected from the applications submitted within physical, natural sciences and engineering to the Newton International Fellowship scheme. Due to the limited budget of the Newton International Fellowship scheme, it is not possible to support all the high quality applications that we receive and the private funding from the Sino-British Fellowship Trust and the K.C. Wong Foundation enables the Royal Society to fund further fellowships. **Please note that it is not possible to apply for the Sino-British Fellowship Trust and K.C. Wong Fellowships directly.**

Candidates for these private fellowships would be selected from the shortlisted Newton International Fellowship applications, be Chinese nationals and be based in China at the time of application. The private fellowships would be for a continuous duration of 2 years and the project would have to be as outlined in the Newton International Fellowship application. These private fellowships would not be branded Newton International Fellowships and they do not include FEC or contribution to overheads. The private fellowships also do not include the alumni funding that Newton International Fellows may receive.

Contact Information

Any enquires about this Scheme can be made using the contact details below. Before contacting us please check whether your question is answered by these scheme notes 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. Individuals already living, working or researching in the UK are not eligible to apply. Individuals 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.
- All applicants must be working and be based outside of the UK at the time of application. 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, at the time of application. Applicants proposing to return to their UK PhD organisation and/or PhD supervisor will normally be considered to be ineligible and so applicants must have exceptional reasons for proposing to do so.
- 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 fieldwork trips abroad may be possible where appropriate. The short fieldwork trips abroad, normally, must not total more than one month per annum. Please note that fieldwork is defined as “(practical) gathering of material or data specifically for the Newton Fellowship project”.
- Applicants may 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.
- The eligible engineering subjects are those covered by the Royal Society.
- Clinical research is not covered by the scheme.

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 individuals:
 - 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 individuals. 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 23 April 2012). 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.**

Once an application has been submitted, applicants are able to check whether references have been submitted by viewing their application summary via e-GAP².

Timing

Fellowships must start in January 2013. 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-GAP²

Applications can only be submitted online using the Royal Society's electronic Grant Application and Processing (e-GAP²) system via <https://e-gap.royalsociety.org>. If you have not previously used e-GAP², please follow the registration process from the e-GAP² homepage. Please note that the Royal Society's e-GAP² system is not linked with the British Academy's e-GAP² system. 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 the Royal Society's e-GAP² system to the UK host organisation for approval and must be approved via e-GAP² before they are accepted as complete. Please note that the approving department of the UK host organisation is usually a central university department. Please allow them at least 5 working days before the official round deadline to approve your application on e-GAP². 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-GAP² 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. Multiple users should not be viewing/editing the same application at the same time, even via different computers, as this may cause data loss.

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-GAP². Character limits apply to text boxes.

Plain text: When entering plain text, avoid using symbols as some may not be accepted by e-GAP². 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-GAP² relies on automatic email contact. It is therefore essential that you enter email addresses accurately throughout. When you enter an email address into e-GAP², it will create a new account (with that email as the e-GAP² login) 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-GAP² 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.

e-GAP² passwords: If a user forgets or needs to reset their e-GAP² password, they need to click on the 'Forgotten password?' link on the e-GAP² login page and input their e-GAP² login email when requested. An

email containing a link will then be sent to the input email account. The user should click on the link to reset the password. (It is not necessary to know any previous passwords to do this). Please note that the link is time-limited to 30 minutes. Therefore, users should click on the 'Forgotten Password' link only when they are able to reset their password within 30 minutes.

Tracking progress: You can track the progress of your application through the submission and review processes by going into your e-GAP² account, selecting '*My Applications*' and then '*Manage Application*' for the application in question.

Application sharing: You can allow other e-GAP² 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 login and 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 the status will be shown, 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-GAP² 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, country, etc.	Take care to complete this accurately. Errors in this section can cause difficulties in processing your application.
Nationality	Please add your nationality. To add more than one nationality, please use the 'add' button again. Please note that this is a mandatory field.
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 16/04/2012.
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-GAP² user account and you must share the application with them. To share the application, on the 'Co-Applicant Personal Details' tab click 'Add Co-Applicant', enter the UK sponsor's e-GAP² 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-GAP² user account and you must share the application with them. To share the application, on the 'Co-Applicant Personal Details' tab click 'Add Co-Applicant', enter the UK sponsor's e-GAP² 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 the UK sponsor provides is up to them, but this will represent them under assessment and so it is worth including as much good evidence for their 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
--	--

	<p>title and institution.</p> <p>Please note that this is a mandatory field.</p>
Field of specialisation	Please type in the UK sponsor's field of specialisation. Maximum 200 characters, including spaces.
Publications	Please provide details of authors, titles and references of up to five of the UK sponsor's best publications in refereed journals, in reverse chronological order. The UK sponsor 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 the UK sponsor's present research. Maximum 1500 characters, including spaces.
Present Position	State the UK sponsor's current position title.
Present Employer	State the organisation name of the UK sponsor's current employer. Please enter the official name.
Present Department	State the UK sponsor's current department (e.g. Department of Astrophysics).
Present position start and end dates	State when the UK sponsor's present position started and is expected to finish. If the UK sponsor has a permanent position and hence the end date is not applicable, please enter an estimated date of retirement.
PhD Awarded Date	Please enter the date that the UK sponsor was awarded their PhD.
Current Funding Description	Please provide information on any current funding.
Previous Support Description	Please provide information on any awards received during the last two years.

Organisations

Host organisation	<p>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.</p> <ul style="list-style-type: none"> • If your UK host organisation is not listed please contact us for assistance; it can take a few days to check the eligibility of a new institution and 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: <ul style="list-style-type: none"> ○ you are applying less than 5 days before the deadline ○ your application has not been approved within 5 days of the deadline • It is the Applicant's responsibility to ensure the application is approved before the round deadline (16 April 2012).
-------------------	---

Proposal

Subject group and subject	Please select the group that most closely reflects your proposed area of
---------------------------	--

	research as this will enable us to allocate you to the correct selection panel, and then a more specific subject.
Project title	State the title of the proposed research. Maximum 100 characters including spaces
Start and End Dates	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 2013.
Research Proposal	<p>Please provide a general description of the proposed research to be carried out. This should include, but is not limited to, the following:</p> <ul style="list-style-type: none"> • 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. <p>Maximum 8000 characters including spaces.</p> <p>Figures cannot be included in the proposal. All proposals must be in text format and there are no facilities to upload any accompanying documents.</p>
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	<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. (The statement is online at http://royalsociety.org/News.aspx?id=1254&terms=animal+policy). Otherwise, please tick 'Not applicable'.</p>
Field Research Overseas – permission	<p>Please provide all details of any proposed fieldwork to be carried out outside the UK. Please ensure you provide details of location, duration and justification for the fieldwork.</p> <p>Please also be aware that fieldwork trips outside the UK, normally, must not total more than one month per annum. Please note that fieldwork is defined as "(practical) gathering of material or data specifically for the Newton Fellowship project. "</p> <p>Maximum 2000 characters, including spaces.</p>
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	Please indicate whether your proposal covers more than one of the following

proposal	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	
	<p>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.</p> <p>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.</p> <ul style="list-style-type: none"> • 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 (if fieldwork related). 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. • 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.
Start Date	Please provide the estimated start date of the Fellowship. This must be in January 2013.
Duration (Years)	<p>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.</p> <p>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.</p> <p>Applications for durations other than 2 years will not be accepted.</p>
Justification	Please fully justify all claims for funding, especially the requests for Research Costs. Maximum 2000 characters, including spaces.

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 eGAP² 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.
- Nominated references from the applicant's former/current supervisor (including PhD supervisor) 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 academies' Councils.
- References must be submitted in English. If a reference is not submitted in English, it will not be accepted and may make the application ineligible.

Applicants need to ensure that all referees are willing and available to provide a reference via eGAP² by the reference deadline 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 23 April 2012 at the very latest.

Late references will not be accepted. **Incomplete references or if either of two nominated referees are not based in the UK 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 the Royal Society's e-GAP² system. 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.

If you clicked on 'Don't Contact' when adding a referee, on approval of the application the referee will automatically be contacted by email to request the reference via the e-GAP² system.

No provision is made for non-receipt of these automatic emails; please check the referee has been contacted and is able to log-in to the Royal Society's e-GAP² system. The Royal Society will not be held responsible for automated emails that are not received due to address errors or spam filters.

Please keep your referees updated on the progress 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 different 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.

No two references provided under the departmental support tab and the nominated referee tab can be from the same person. If this the case then it may make the application ineligible. Therefore alternative referees must be provided in accordance to the guidelines.

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

Applicants need to ensure that all referees are willing and available to provide a reference via eGAP² by the reference deadline 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 23 April 2012, 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 or references not provided by all of the four stated academics will mean that an application will be deemed to be ineligible. References must be submitted in English.** If a reference is not submitted in English, it will not be accepted and may make the application ineligible. Please check which email address the referee/ statement provider would like you to use as they may already be registered on the Royal Society's e-GAP² system. 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 is able to log-in to the Royal Society's e-GAP² system.. 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 in accordance to the guidelines.

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.

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=animal+policy>

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 and if you did not click on 'Contact Now' when completing your application, those detailed in the Nominated Referee and Departmental Support sections will receive automated emails requesting them to provide their statements/references on e-GAP². These references should be submitted by 23 April 2012 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-GAP² 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-GAP² 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-GAP² 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 23 April 2012.
3. Submit application to UK host organisation approver via e-GAP² at least 5 working days before the round closing date.
4. Check that the UK host organisation approver has approved your application by 16 April 2012.
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 23 April 2012. You can view the status of the references on the application summary in your e-GAP² account.

8. Enquiries

Any enquires about this Scheme can be made using the contact details below. Before contacting us please check whether your question is answered by these scheme notes 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.

<p>APPLICANT PERSONAL DETAILS</p> <p>Title First Name Surname Address Country Nationality Email Telephone Fax Abstract (max 1000 characters)</p> <p>APPLICANT CAREER SUMMARY</p> <p>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</p> <p>CO-APPLICANT PERSONAL DETAILS</p> <p>Title First Name Surname Address Country Nationality Email Telephone Fax</p> <p>CO-APPLICANT CAREER SUMMARY</p> <p>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 Current Funding Previous Support</p>	<p>PROPOSED FELLOWSHIP</p> <p>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 Comply with Policy on use of Animals Field Research Overseas – permission (2,000 characters) 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</p> <p>NOMINATED REFEREES (2000 characters) Nominated Referee 1 Nominated Referee 2</p> <p>DEPARTMENTAL SUPPORT (5000 characters) Current supervisor UK Sponsor UK Head of department Overseas Head of department</p> <p>Please supply names, positions and email addresses – referees will be contacted automatically via e-GAP²</p> <p>We recommend that you provide referees with a copy of your application and of the attached guidance for referees.</p> <p>FINANCIAL DETAILS</p> <p>Subsistence Equipment Consumables Travel UK Travel International – ie. relocation cost Yr 1 Start date Duration of Fellowship Justification of requested costs (2000 characters)</p>
--	--

Appendix 2

Guidance for Statement Providers and Referees on e-GAP²

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-GAP² (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 **23 April 2012**.

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-GAP² 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-GAP² 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 are 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-GAP², 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-GAP². If you are already registered on e-GAP/ e-GAP² 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-GAP². If you exceed specified character limits the system will not allow you to save and submit your reference.

Using e-GAP²

The e-GAP² 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-GAP², using the following instructions:

1. Go to the e-GAP² website: <https://e-gap.royalsociety.org/Login.aspx>
2. Enter your email login. If you have never used e-GAP² 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-GAP² 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' 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

