

## Frequently Asked Questions

If your question is not covered below, please contact the Academy of Medical Sciences team at [NetworkingGrants@acmedsci.ac.uk](mailto:NetworkingGrants@acmedsci.ac.uk).

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### “How do I invite Participants?”

The application form should be started by the overseas lead applicant, who will then need to invite Participants to complete the form. The required Participants are:

- UK co-applicant
- Head of Department – overseas host institution
- Finance Officer – overseas host institution
- Head of Department – UK host institution
- Finance Officer – UK host institution

Contact between the overseas lead applicant and the UK co-applicant prior to submission of the application is essential and the form will be jointly submitted by both researchers. This contact should lead to a clearly defined and mutually beneficial Networking Grant proposal. When the overseas lead applicant starts the application, they will be presented with the page below:

Before starting your application, please note that each application to the Networking Grants scheme must be completed by two applicants: the overseas researcher and the UK researcher.

The overseas researcher **must** be the lead applicant and, therefore, begin the application by clicking 'Start' below. The UK researcher must then be added as a co-applicant using the **Participants** tab on the summary page. Invitations must also be sent to the following individuals:

- Overseas Head of Department
- Overseas Finance Officer
- UK Head of Department
- UK Finance Officer

An overview of the submission process is below:



The deadline for applications is 16:00 (UK time) Thursday 9 November 2023.

Before completing your application, please:

- Read the eligibility criteria carefully (more information can be found on our [website](#))
- Engage with your supervisors, mentors and other senior academics
- Refer to the guidance notes (available on our website [here](#))

A list of the questions contained in the application form can be found in the guidance notes.

Questions marked with a red asterisk \* are mandatory.

Enable form editor?

Your contact information

If you need to change your contact details during your application, you can do so here.

[Update](#)

Application Participants **5**

Number	Page	Est. time to complete	Status	Required documents
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The overseas lead applicant should select the 'Participants' tab:

Application Participants 5 ←

In order to submit your application, each applicant needs to have two declarations confirming the validity of the application. The required signatories are your respective Heads of Department and Finance Officers.

To invite a signatory, simply locate their position in the table below and click 'Invite'. You will be prompted to enter their name and email address. They will then receive an automated email asking them to accept your collaboration request. We strongly recommend you contact them yourself before inviting them through the system.

▼ Ongoing Declarations			
Role	Assigned	Status	
Head of Department - Overseas		Required	Invite
Head of Department - UK		Required	Invite
Finance Officer - Overseas		Required	Invite
Finance Officer - UK		Required	Invite
Co-applicant		Required	Invite

From here, they can invite each Participant by entering their name and email address.

### “What does ‘ODA compliance’ mean?”

This scheme has two funding streams, one for a selection of developed countries, and another for a selection of countries on the Development Assistance Committee (DAC) [list of Official Development Assistance \(ODA\) recipients](#), including the Least Developed Countries. Successful applications through the second of these streams must be able to demonstrate ODA compliance. There is a section in the application form for applicants to outline how their proposal meets the criteria for ODA funding and this is assessed in detail during the review process.

In order to meet the ODA criteria, proposals must make it clear that their primary purpose is to promote the economic development and welfare of a developing country or countries on the DAC list. Applicants should:

- Seek to investigate a specific problem (or seek a specific outcome) that will have an impact on a developing country or countries on the DAC list;
- Provide evidence as to why this is a problem for the developing country or countries;
- Address the issue identified effectively and efficiently;
- Identify appropriate pathways to impact to ensure that the developing country benefits from the research.

Any benefit to the UK or other developed countries must be the secondary consideration and should not lead to a project being funded if it does not primarily deliver the development objective.

Applications through the ODA stream that do not meet these criteria will not be eligible to receive an award.

## “I have been invited to contribute to the completion of an application – what does this mean?”

If you have received an email asking you to contribute to the completion of an application, this means that your input is required before the application can be submitted. The email will contain a link to our online application portal, Flexi-Grant. Once on Flexi-Grant, you will either need to log in, if you already have an account, or register for a new account.

**You will be notified if our system already has an account for your email address, so please log in using your existing details. If you have forgotten your password, please click the 'Forgotten password?' option on the log in page.**


**Please note: you must use the same email address to register an account as the one which the invitation was sent to. If you do not, it can cause technical issues and you may be unable to access the application form.**

### Request for Declaration

has requested your help to complete an application for **Networking Grants Round 1**  
They have requested your assistance with the role: **Head of Department - Overseas.**

Please choose whether you would like to accept or decline this request. If you accept the request we will ask you to review and complete part of the form, however you will be able to cancel your participation later if required.

Accept Request  Decline Request

 The Academy of  
Medical Sciences

### Login

To access certain sections of the portal you must be a registered user and logged in using your user name or email address. You can register using the 'Register' button in the top menu bar.

**Email**

**Password** [Show](#)

Remember me?

[Forgot password?](#) [Login](#)

Once you have logged in, you should be able to navigate to 'Application Portal' on the top left of the screen. This will allow you to 'Start' a new application or 'Resume' an ongoing application.

Select 'Resume' and you will be taken to a summary page for the application. Most pages will appear as 'View', but one should appear as 'Start':

10	Use of animals in research	Not Started	View
11	Human tissues or subjects	Not Started	View
12	Outputs management and sharing	Not Started	View
16	Overseas lead applicant declaration	Not Started	View
17	UK co-applicant declaration	Not Started	View
18	<b>Head of Department (overseas) declaration</b>	Not Started	<b>Start</b>
22	Additional Information on application	Not Started	View

Complete the necessary fields on the page and select 'Finish contribution' once you are happy with the details. When a box appears, select 'Submit' to complete your declaration, or 'Cancel' if you would like to edit it further. **Please note: once submitted, your declaration cannot be edited again.**

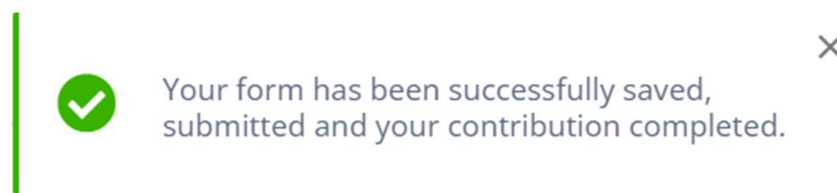
### Submitting your contribution ×

Please confirm you wish to submit this form and complete your collaboration request?

Submit

Cancel

Once the declaration has been submitted, the following message will appear at the top of the screen:



### “How can I submit my application?”

After all the Participants have been invited, the Heads of Department and Finance Officers must complete and submit their declarations on the form. The UK co-applicant must also complete their sections and click 'Record Declaration as Complete' on the bottom left of the Summary page:

21	Finance Officer (UK) declaration	In Progress	View
22	Additional Information on application	Complete	Edit

Record Declaration as Complete

Finally, the overseas lead applicant will be able to submit the application, using a button at either the top or bottom of the summary page.

### Summary

Networking Grants Round 1  
NGRI\

[View eligibility criteria](#)
[Print](#)
[Download as PDF](#)
[Submit application](#)

22 out of 22 pages 100% complete

**Before starting your application**, please note that each application to the Networking Grants scheme must be completed by two applicants: the overseas researcher and the UK researcher.

20	Finance Officer (overseas) declaration	Complete	Edit Finance Officer - Overseas Complete
21	Finance Officer (UK) declaration	Complete	Edit Finance Officer - UK Complete
22	Additional Information on application	Complete	Edit

Submit application

Once the application is formally submitted, it will move onto the 'Eligibility checking' stage and will show as 'Under assessment'.

An overview of the submission process is shown below:



## “What are eligible costs for this scheme and how can I break down the finances of the £25,000 award? How do I present them in the application?”

The financial details section is an important part of the application and it should be given careful consideration. Academy staff check this section thoroughly upon receipt of your application. Any costs which are ineligible for this scheme will be removed. Any costs which are unclear will be queried with the applicant. It is therefore important that applicants provide a clear justification for their funding request. This will allow for easier assessment of the finances by both Academy staff and the Awards Panel.

The budget table asks applicants to break down the costs into the following categories:

- Consumables for obtaining pilot data or carrying out fieldwork/archival research
- Travel and subsistence costs
- Event costs
- Administrative support
- Technical support access
- Use of animals
- Equipment

A more detailed description of each of these costs is given in the [scheme notes](#) on our website.

An example of a suitable justification is given below:

Category	Estimated cost (£)	Justification of cost
Consumables	0.00	N/A
Travel and subsistence costs	x	2 x flights for UK researcher overseas (@ £x each). 4 x nights' accommodation for UK researcher (@£x each). 5 days of food and subsistence (@ £x each). 1 x visa (@ £x)  The UK researcher will travel overseas to attend the workshop in [month], and will arrive in advance to help with preparation of the event. Food and accommodation are based on local rates.
Event costs	x	Room booking at [location] for [duration], including AV use.  This is a quoted cost from the venue.

Administrative support	x	Admin support from the universities to support the activities.  We will be using the services of the university admin team, who charge £x for fees to hold the event. This will not be used to cover salaries
Technical support access	0.00	N/A
Use of animals	0.00	N/A
Equipment	0.00	N/A