Newton International Fellowships Scheme 2017

The following scheme notes will outline:

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1. Overview

The Newton International Fellowships Scheme was established in 2008 to select the very best early career postdoctoral researchers from all over the world, and enable them to work at UK research institutions for two years. The scheme is offered by the Royal Society, British Academy and Academy of Medical Sciences.

The Newton International Fellowships Scheme covers researchers in the following disciplines: physical sciences, natural sciences, social sciences, and the humanities. Eligible applicants for these disciplines **can apply from any country outside the UK**. The scheme also covers clinical and patient orientated research through the Academy of Medical Sciences, but applicants can only apply if they are from **Brazil, China, India, Mexico, South Africa and Turkey** during the current round.

Since 2015 additional Fellowships have been supported through the Newton Fund specifically for applicants from Newton Fund partner countries. This initiative aims to develop long-term sustainable growth and welfare of partner countries through building research and innovation capacity, and forms part of the UK's Official Development Assistance commitment. Newton Fund countries include Brazil, China, India, Mexico, South Africa, and Turkey.

The aims of the fellowship are to:

- Support the development and training of postdoctoral researchers at an early stage of their career from any country outside the UK, by providing an opportunity to work at a UK research institution for two years
- Ensure the best postdoctoral researchers across all relevant disciplines from around the world are supported in the UK
- Foster long-term relations between Newton International 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 International Fellows for follow-on activities, to enable links with UK based researchers to be maintained and developed. Please note that due to funding constraints the alumni programme is not currently available for clinical or patient oriented Newton International Fellows

- For Newton Fund countries: The Newton International Fellowships aim to develop research and innovation capacity, supporting the development of a well-trained research community to promote economic development and welfare of partner countries

Duration of Fellowship
Two years, on a full time basis.

Level of Funding
Funding will consist of:

- £24,000 per annum for subsistence costs (tax exempt)
- up to £8,000 per annum for research expenses
- a one-off payment of up to £2,000 for relocation expenses in year one only
- We will also make a contribution to enable the UK host institution to host a Fellowship; this will be equal to 50% of the total award.

Eligibility
Applicants must hold a PhD, or expect to obtain their PhD by the time funding starts, and should have no more than 7 years of active full time postdoctoral experience at the time of application (discounting career breaks, but including teaching experience and/or time spent in industry). Additionally, applicants should not hold UK citizenship and should be working outside of the UK at the point of application. Applicants must have a clearly defined and mutually-beneficial research proposal agreed with a UK host researcher. For further details please refer to the '*Eligibility*' criteria below.

Closing date: Wednesday 22 March 2017
Applicants are advised to submit their application for approval to the UK host organisation approver at least 5 working days before the round deadline i.e. by **Wednesday 15 March 2017**

Please note that you will still be able to submit your application for approval up to and including the closing date in March but your application must be approved by your host organisation by 23:59 GMT on the 22 March 2017 so we recommend you submit it before then to give the institution time to process your application.

Number of awards offered
Approximately 40 Newton International Fellowships will be available in this round, with additional Fellowships awarded to individuals from Newton Fund Countries.

Notification of results
September 2017

Start date of the Fellowship
If successful, the start date will be negotiated and agreed with the Royal Society, British Academy or the Academy of Medical Sciences, but will be between 1 October 2017 – 31 March 2018 (preferably the first of the month)

Feedback
Due to the very large number of applications we receive for this scheme, we will not be able to provide feedback.

Follow-on Alumni funding for Newton International Fellows
Royal Society and British Academy Newton International Fellows may also be eligible to receive follow-on Alumni funding 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 International Fellows during the course of the award.

2. Eligibility for the applicant

Postdoctoral experience/ PhD

- Applicants must have a PhD or be in the final stage of their PhD provided that it 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 have no more than 7 years active full time postdoctoral experience at the time of application, including teaching experience, time spent in industry, honorary positions and/or visiting researcher positions. Career breaks must be clearly detailed and explained in the application, for example "Start and end dates - career break – maternity/paternity leave".

Nationality and country of residence/ employment

- Applicants should be working outside the UK and should not hold UK citizenship at the time of application.
- Applicants who are not currently employed are still eligible but will need to provide details of their previous supervisor and Head of Department in the application form.
- Applications covering natural and physical sciences (including engineering, maths and computer science), social sciences and humanities are welcomed from eligible applicants from any country outside the UK.
- Applications covering clinical and non-clinical patient orientated research are welcomed from China, India, Turkey, Brazil, Mexico and South Africa only.
- 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.
- 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.
- Applicants who completed their PhD at a UK organisation must have been working and based outside the UK for **at least one year** at the deadline for the 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.

Fieldwork

- Applicants cannot conduct their research outside the UK but short fieldwork trips abroad may be possible where appropriate.
- Short fieldwork trips abroad must not normally total more than one month per annum. Please note that fieldwork is defined as "(practical) gathering of material or data specifically for the Newton International Fellowship project".

Prior contact with the UK sponsor/ co-applicant

- 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 three implementing Academies will not be able to assist in locating a UK Sponsor.**

- Applicants may only submit one application in a round. The application must be with only one co-applicant at a UK host organisation.

Level of English
- Applicants must be competent in oral and written English. The applicant must confirm their competency on the application form and the UK Sponsor needs to include the applicant's competency in their supporting statement.

Discipline remit
Applicants should note that the Newton International Fellowship Scheme is delivered by the Royal Society, British Academy and Academy of Medical Sciences. All queries regarding the application process should be directed to info@newtonfellowships.org. For a list of relevant subject areas please see the following table:

Royal Society	British Academy	Academy of Medical Sciences*
Pure and Applied Mathematics, computer science	African and Oriental Studies	Clinical and non-clinical patient-orientated research**
Astronomy and physics, theoretical physics, and applied physics	Linguistics and Philology	
Chemistry, applied chemistry, theoretical chemistry	Early Modern Languages and Literature: From 1500-1800	
Engineering, technology, instrumentation, materials science, experimental fluid dynamics	Modern Languages, Literatures and other Media: From 1800 to present day	
Earth sciences and environmental physical sciences	Archaeology	
Biochemistry, structural biology and molecular cell biology	Medieval Studies: History and Literature: From 400-1500	
Developmental biology, genetics (excluding population genetics), immunology and microbiology (except medical microbiology)	Early Modern History to c1800	
Anatomy, physiology, neurosciences health and human sciences	History of Art and Music	
Organismal, evolutionary and ecological science, including soils and agriculture	Philosophy	
	Economics and Economic History	
	Anthropology and Geography	

	Sociology, Demography and Social Statistics	
	Political Studies: Political Theory, Government and International Relations	
	Psychology	
	Law	

** Anaesthetics, Emergency medicine, Medical Education, Obstetrics & Gynaecology, Occupational Medicine, Oncology, Ophthalmology, Paediatrics & Child Health, Pathology, Physicians/Medicine, Psychiatry, Public Health and epidemiology, Radiology, Surgery, Cardiology, Dental, Dermatology, Endocrinology, General practice, Gastroenterology, Hepatology, Genetics (related to human health), Geriatric medicine, Haematology, Histopathology, Immunology (related to human health), Infectious diseases and tropical medicine, Microbiology (related to human health), Nephrology, Neurology, Palliative medicine, Pharmacology, Respiratory, Rheumatology, Urology, Virology, Medical statistics.

References

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

1. Nominated references

Under the Nominated Referees section, applicants need to input emails/details of **two individuals**. These two 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.

2. Departmental support
    a. Head of Department at the UK organisation
    b. Head of Department at the applicant's current overseas institution
    c. Applicant's current supervisor
    d. UK sponsor

Please see section 3: Completing the application form for further details.

All reference statements must be completed via e-GAP[2] no later than 5 working days after the round deadline (i.e. the reference deadline is on **29 March 2017**). 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-GAP[2] by the reference deadline.** Before submitting your application, check that those detailed in Departmental support and Nominated Referees sections are available and willing to provide references by 29 March 2017. You may wish to provide your nominated referees and statement of support providers with a copy of appendix 2 *Guidance for Statement Providers and Referees on e-GAP[2]*, which can be found at the end of this document.

Once an application has been submitted, Applicants are able to check whether references have been submitted by viewing their application summary via e-GAP**[2].** If the reference has been submitted, the name of the person submitting the reference will appear in the 'Actioned By' column and the time and date it was submitted will appear in the 'Actioned On' column.

3. Eligibility for the co-applicant/ UK sponsor

Level of experience

The UK Sponsor must be an established researcher of at least postdoctoral (or equivalent) status and must make all the necessary practical and administrative arrangements for the duration of the Fellowship.

Length of contract

- 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.
- 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.

Host institution

- The host organisation is the UK institution, which employs the UK sponsor
- The UK Sponsor must be based in the UK at the UK host organization
- Applications cannot be accepted from private or commercial organisations

4. Eligible costs

Payments

All payments will be made in quarterly instalments directly to the UK host organisation. Regardless of your start date, payments will be made at the end of March (Q1), June (Q2), September (Q3) and December (Q4).

Subsistence

The annual subsistence rate is fixed at £24,000. Payments to International Fellowship holders are classified as subsistence payments and do not constitute a salary.

*Clinical researchers that wish to undertake paid clinical practice while in the UK should bear in mind that this may impact on the tax free status of the fellowship subsistence funding, and on the visa required to come to the UK for non-EEA nationals. For queries concerning clinical practice while holding a Newton International Fellowship, please contact newton.international@acmedsci.ac.uk.

Research costs

Newton International Fellows are entitled to apply for up to £8,000 per annum which can be spent on: equipment, consumables or travel within the UK or internationally (if related to conducting fieldwork or attending conferences). Please be aware that only the amount requested will be allocated, e.g. if you request £5,000 under research costs, this is the amount you will receive. It is not possible to retrospectively increase the award amount. Costs of attending or organising conferences, workshops or seminars for the purposes of disseminating your research must be limited to £3,000 per year; in exceptional circumstances we will consider requests to exceed this limit on a case by case basis. In the case of organising conferences, workshops or seminars, only the cost of venue hire, materials and website and printed publications are eligible for support.

Relocation Expenses

Newton International Fellows are entitled to apply for 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 the current institution to the UK host organisation and can include transportation costs and visa charges. From 1st April 2015, a new health surcharge was introduced under the 2014 Immigration Act for non-

exempt persons. The surcharge is £200 per year, and also applies to dependents. This expense can be covered under the relocation expenses costs of the fellowship for non-exempt grant holders, but not for any dependents.

Contribution to UK Host Organisation

Newton International Fellowships will **not** be costed on the basis of full economic costing (FEC). Instead, awards will include a sum of 50% of the total award (i.e. up to £33k for two years) to enable the UK host institution to host a Fellowship, to cover access for the individual to the institution and department facilities (adequate office and laboratory space and access to essential equipment and facilities, etc.).

For example: if the award value is £34,000 in the first year (£24,000 + £8,000 + £2,000), the contribution is £17,000; total value award for first year is £51,000). Newton International Fellows will not have access to this funding.

Ineligible costs

The following costs will **not** be covered by the scheme:

- Costs associated with accompanying dependents
- Research expenses may **not** be used to pay for: publication costs; any personal costs including that of dependents; the cost of travel, subsistence and visas for participants and speakers at conferences and workshops or seminars you organise; and salary costs or other costs of research staff/assistants.

5. 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 institution.
- 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.

6. Newton Fund

Newton Fund countries include Brazil, China, India, Mexico, South Africa and Turkey. In order to be eligible for Newton Fund supported Newton International Fellowships, applicants must be currently based in one of these partner countries.

There is not a separate application form for Newton Fund supported Newton International Fellowships. All applicants must complete the Newton International Fellowship application form on e-GAP[2] and candidates eligible for Newton Fund supported Newton International Fellowships will be selected from the pool.

7. Privately Funded Fellowships

The Consiglio Nazionale delle Ricerche (CNR), the Kohn Foundation, the Sino-British Fellowship Trust, Eric Shooter and the K.C. Wong Foundation have generously provided the Royal Society with private funding to support additional Fellowships, candidates for which will 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 enables the Royal Society to fund further fellowships.

Please note that it is not possible to apply for the private Fellowships directly. Candidates for these private fellowships will be selected from the shortlisted Newton International Fellowship applications based on the criteria below. 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 the 50% contribution to the UK host institution with the exception of the Shooter International Fellowship. Apart from the Kohn Fellowship, they also do not include alumni funding.

Name of Fellowship	Provider of Fellowship	Eligible residency	Eligible nationality	Max number of Fellowships available
Royal Society - CNR International Fellowship	Consiglio Nazionale delle Ricerche (CNR)	Italy	Italian	3
Royal Society - Kohn International Fellowship	The Kohn Foundation	Israel	Israeli	2
Royal Society - K.C. Wong Foundation International Fellowship	The K.C. Wong Foundation	China	Chinese	2
Royal Society - Sino-British Fellowship Trust International Fellowship	The Sino-British Fellowship Trust	China	Chinese	1
Royal Society – Shooter International Fellowship	Eric Shooter	USA	American	2

Contact Information
Enquires about this scheme can be made using the contact details below. Before contacting us, please check whether your question has been answered by these scheme notes.

Newton International Fellowships
6-9 Carlton House Terrace
London SW1Y 5AG
Tel +44 (0)20 7451 2238
Email: info@newtonfellowships.org

Web: www.newtonfund.ac.uk/
www.acmedsci.ac.uk/careers/funding-schemes/newton-international-fellowships/
www.britac.ac.uk/newton-international-fellowships
www.royalsociety.org/grants/schemes/newton-international

8. Completion of the application form

8.1 Using e-GAP[2]

Applications can only be submitted online using the Royal Society's electronic Grant Application and Processing (e-GAP[2]) system via **https://e-gap.royalsociety.org**. If you have not previously used e-GAP[2], please follow the registration process from the e-GAP[2] homepage. Please note that the Royal Society's e-GAP[2] system is not linked with the British Academy's e-GAP[2] 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-GAP[2] system to the UK host organisation for approval and must be approved via e-GAP[2] before they are accepted as complete. Please note that the approving department of the UK host organisation is usually a central institution department. Please allow them at least 5 working days before the official round deadline to approve your application on e-GAP[2]. Applications not approved before the deadline will be deleted after the closing date. Late applications will not be accepted.

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

8.2 Important information – to be read before starting an application

Personal details: Once logged on to e-GAP[2] 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-GAP[2]. Character limits apply to text boxes.

Plain text: When entering plain text, avoid using symbols as some may not be accepted by e-GAP[2]. 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^2 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^2, it will create a new account (with that email as the e-GAP^2 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-GAP^2 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-GAP^2 passwords: If a user forgets or needs to reset their e-GAP^2 password, they need to click on the 'Forgotten password?' link on the e-GAP^2 login page and input their e-GAP^2 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-GAP^2 account, selecting '*My Applications*' and then '*Manage Application*' for the application in question.

Application sharing: You can allow other e-GAP^2 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-GAP^2 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.

8.3 The Application Form
The 'Funding schemes' section of your e-GAP^2 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.

Applicants must start, complete and submit the application from their own e-GAP^2 account.

The application can be completed by using the navigation tabs on the e-GAP^2 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
Applicant Diversity Monitoring (only seen by the applicant)
Co-applicant Diversity Monitoring (only seen by the co-applicant)

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.

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.

	Please also provide full details of any career breaks (for example maternity/paternity or sick leave), including dates.

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. If you are currently unemployed please state 'unemployed'
Present Department	State your current department (e.g. Department of Astrophysics). If you are currently unemployed please state N/A
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 09/03/2016.
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 (i.e. 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 (i.e. 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 the UK sponsor under assessment and so it is worth including as much 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 title and institution. Please note that this is a mandatory field.
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	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 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:
	     o you are applying less than 5 days before the deadline
	     o 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.

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
Keywords	Provide 5-10 keywords which could be used to identify your research. This will aid with sourcing the most appropriate peer reviewers.
Start and End Dates	State the proposed start and end dates of the project. The research must be for continuous two year duration. Please note that the proposed start date must be between October 2016 and March 2017
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. Plain text only. 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.
Scientific abstract	Provide a scientific summary of your proposed project. This should be a summary of your research proposal, briefly outlining the background and summarising the aims of your project. Maximum 1000 characters including spaces.
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.
Outline of Data Management and Data Sharing Plan	If the proposed research will generate data that is of significant value to the research community, then please provide details of your data management and sharing plan. **Plain text only:** maximum 1500 characters (including spaces)
Comply with Policy on use of Animals	**Only select 'Yes' if this is relevant to your work.** You must read and comply with the statement before you select either of these boxes. 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'. (http://royalsociety.org/Statement-of-the-Royal-Societys-position-on-the-use-of-animals-in-research/) A hard copy can be obtained by contacting info@newtonfellowships.org.
Comply with Policy on use of Non-Human Primates	**This is a mandatory field. Only select 'Yes' if this is relevant to your work.** You **must** read the guidelines before you tick either of the boxes. Please confirm that the project will comply with the 'Guidelines on primate accommodation care and use' which the Royal Society has signed up to (http://www.nc3rs.org.uk/page.asp?id=277).

Use of Animals in Research	Does your proposal involve the use of animals or animal tissue? Please write YES or NO. If you write YES, then please contact the office for further information, as you will be required to complete an additional form detailing your intended use of animals in your research. Failure to do so will result in a delay in processing your application. Please note that all applications involving the use of primates, cats, dogs and equidae animals will be further reviewed by the NC3Rs
Ethical permission	Any application for a project involving human patients or tissue and therefore requiring local ethical committee approval will be considered only when accompanied by the necessary permission certificate or proof that ethical permission will be sought, which must be in English. Please upload any mandatory documents of permission by clicking on the small grey box containing 3 dots, and selecting your certificate/letter of permission. These should be PDF files with portrait orientation A4.
Field Research Overseas – permission	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. 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 International Fellowship project". Maximum 2000 characters, including spaces.
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. This may include supporting the development of a well-trained research community, and promoting economic development and social welfare through enhanced research and innovation capacity **This section is important for applicants eligible for a Newton Fund supported Newton International Fellowship.** Max 2000 characters, including spaces
Lay report	Please provide a lay summary of your proposed project. This should be understandable by an A-level science student. You should explain why you have chosen to work in this subject area and what it is about your proposed research that you find particularly exciting, interesting or important. Please also explain the potential impact or wider benefits to society of your research. 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; clinical and patient orientated research; humanities or social science. If so, please indicate which subject groups it covers, e.g. 'My proposal covers biological sciences and social science.' Please enter N/A if your proposal falls within one subject group only.
Training programme **(Upload option)**	**Training and mentorship is an important part of this Fellowship. Please outline how the host institution will support the career development of the applicant through training and mentoring activities.** Within the text field of the application form please outline how this fellowship will contribute to the training and development of the applicant, including any training elements that are expected to be undertaken during the fellowship (max 2,000 characters including spaces). Alternatively you could upload the training programme as a PDF file.

Financial details	
	The Newton International Fellowship Award will cover subsistence, relocation, and research expenses at levels quoted in these notes. We will also make a contribution to enable the UK host institution to host a Fellowship, to cover access for the individual to the Institution and Department facilities (adequate office and laboratory space and access to essential equipment and facilities, etc.); 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 International 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 International Fellows are entitled to apply for up to £8,000 per annum which can be spent on: equipment, consumables or travel within the UK or internationally (if related to conducting fieldwork or attending conferences). Costs of attending or organising conferences, workshops or seminars for the purposes of disseminating your research should be included in the £8000 for research costs but must be limited to £3,000 per year. In the case of organising conferences, workshops, or seminars, only the cost of venue hire, materials and website and printed publications are eligible for support.
- Relocation Expenses - Newton International Fellows are entitled to apply for 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 and visa charges. 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. Research expenses may **not** be used to pay for:
	   – publication costs;
	   – any personal costs including that of dependents;
	   – the cost of travel, subsistence and visas for participants and speakers at conferences,workshops or seminars you organise; and
	   – salary costs or other costs of research staff/assistants.
	• **'Other' for both Year 1 and Year 2 must be 0.** Expenses for conferences should be included in research costs and relocation costs should be covered in year 1 of travel international.
	• The Subtotals and Totals will be calculated automatically.
	• The Award includes a fixed contribution to enable the UK host institution to host a Fellowship. 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 between October 2016 and March 2017
Duration (Years)	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.
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 e-GAP[2] 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 (i.e. someone in your field, who is as independent a researcher as possible from the applicant/co-applicant). You do not need to know them personally, but you should make sure they are able to provide a reference before adding them to 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 render the application ineligible.

Applicants need to ensure that all referees are willing and available to provide a reference via e-GAP^2 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-GAP^2 by 29 March 2017 at the very latest.

The following will render your application ineligible:

- Late references
- Incomplete references
- Failure to nominate at least one UK-based referee

Please check which email address the referee would like you to use as they may already be registered on the Royal Society's e-GAP^2 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-GAP^2 by clicking 'Check Email'. If their email address is not registered on e-GAP^2 you should enter their details. This will set up an account for them on e-GAP^2, They can obtain the password for the account by going to https://e-gap.royalsociety.org and clicking on the 'forgotten password' link next to the login button. They should enter the email address you used to nominate them to provide a statement or reference on the application form and a link to reset the password will be sent to the address. Once you've added the email address 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 the referee will automatically be contacted by e-GAP^2 when your submitted application has been approved by the host organisation.

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-GAP^2 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 of these notes, and advise them that the reference must be submitted via e-GAP^2 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, i.e. co-applicant

The form will ask you to provide the email addresses of four Heads of Department. Please ignore this instruction and instead input the email addresses of the individuals listed above. It does not matter which order you input the emails – we will ask the support provider to give their details in their statement.

If the applicant's Head of Department is also their current supervisor, an alternative referee is required to supply the reference, e.g. 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 is 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 e-GAP[2].

Applicants need to ensure that all referees are willing and available to provide a reference via e-GAP[2] 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-GAP[2] by 29 March 2017, 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 render 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-GAP[2] 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-GAP[2] by clicking 'Check Email'. If their email address is not registered on e-GAP[2] you should enter their details. This will set up an account for them on e-GAP[2]. They can obtain the password for the account by going to https://e-gap.royalsociety.org and clicking on the 'forgotten password' link next to the login button. They should enter the email address you used to nominate them to provide a statement or reference on the application form and a link to reset the password will be sent to the address.

Once you've added the email address the individual 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, they will be contacted by e-GAP[2] when your submitted application has been approved by the host organisation.

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-GAP[2] 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 of these notes, and advise them that the reference must be submitted via e-GAP[2] 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.**

Diversity Monitoring

The funding academies are committed to promoting diversity in UK research by seeking to increase participation from under-represented groups. Please help us to monitor how effectively we are doing this by providing the requested information. All questions are mandatory but you can select 'prefer not to say'. The information provided will form a confidential statistical record in accordance with the Data Protection Act and will not be used for any purpose other than analysis of the academies' activities.

This information will be kept separately from the rest of your application and will not be seen by those involved in the selection process, including referees etc.
You must either complete the form or tick the boxes stating that you 'prefer not to say'. If you do not select a box for each question, the system will regard your application as incomplete and will not allow you to submit it.
Please note, that where an application contains applicant and co-applicant(s) details, all applicants will be expected to complete the diversity monitoring form.

The lead applicant and co-applicant(s) are restricted to completing and viewing the diversity monitoring form that is relevant to them as individuals. You are not permitted to view the information provided by the other under this section of the application.

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/Statement-of-the-Royal-Societys-position-on-the-use-of-animals-in-research/

Submission process

- Once the e-GAP[2] 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 5working days for this process.

- If your host organisation approver requests modifications through the e-GAP^2 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-GAP^2. These references should be submitted by 16 March 2016 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.

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.

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.

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 (this is not mandatory but advised by the Office to ensure that your host institution has sufficient time to approve your application).

2. Before submitting your application, check that those detailed in Departmental support and Nominated Referees sections are available and willing to provide references by 16th March 2016.

3. Submit application to UK host organisation approver via e-GAP^2 at least 5 working days before the round closing date (You may submit your application closer to the deadline but you must check that your host institution will approve the application before the deadline).

4. Check that the UK host organisation approver has approved your application by 22 March 2017. Applications that have not been submitted **and approved** by 23.59 GMT on the 22 March 2017 will not be accepted.

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 29 March 2017. You can view the status of the references on the application summary in your e-GAP^2 account.

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 2238
Email info@newtonfellowships.org

Web   http://www.newtonfund.ac.uk/

http://www.acmedsci.ac.uk/careers/funding-schemes/newton-international-fellowships/

www.britac.ac.uk/newton-international-fellowships

https://royalsociety.org/grants-schemes-awards/grants/newton-international/ (all applicants must submit their proposal through the Royal Society e-GAP^2)

Full application data:

Character limits are given in brackets and include spaces.

APPLICANT PERSONAL DETAILS	PROPOSAL
Title	Subject group
First Name	Subject
Surname	Title of proposed research (100 characters)
Address	Keywords (100 characters)
Country	Start and End dates
Nationality	Research Proposal (8,000 characters)
Email	Scientific Abstract (1000 characters)
Telephone	Previous contact (500 characters)
Fax	Potential Applications
	Outline of Data Management (1500 characters)
	Comply with Policy on use of Animals
APPLICANT CAREER SUMMARY	Comply with Policy on Non-Human Primates
Statement of qualifications and career	Use of Animals in Research
Field of specialisation (max 200 characters)	Ethical Permission
List of publications (1500 characters)	Field Research Overseas (2000 characters)
Subject Group	Language details
Subject	Benefits to individuals/institutions (1000 characters)
Present research (1500 characters)	Benefits to the UK (1000 characters)
Present Position(200 characters)	Benefits to overseas country (2000 characters)
Present Employer(200 characters)	Lay summary (1000 characters)
Present Department(200 characters)	Multidisciplinary proposal
Present Position start date and end date	Training programme (2000 characters)
PhD Awarded Date (or expected if not yet received)	**FINANCIAL DETAILS**
Previous Support	Subsistence
Where did you hear of the scheme?	Travel International (relocation costs)
PhD Institution	Research costs (Consumables and conferences)
PhD Country	Other (Should be 0)
CO-APPLICANT PERSONAL DETAILS	Start date
Title	Duration of Fellowship
First Name	Justification of requested costs (2000 characters)

Surname	Total Number of Purchased Animals
Address	Total Cost of Purchased Animals
Country	Total Procedure Costs
Nationality	Animal Total Cost
Email	
Telephone	**NOMINATED REFEREES** (2000 characters)
Fax	Nominated Referee 1
	Nominated Referee 2
CO-APPLICANT CAREER SUMMARY	**DEPARTMENTAL SUPPORT** (5000 characters)
Statement of qualifications and career	Current supervisor
Field of specialisation (200 characters)	UK Sponsor
List of publications (1500 characters)	UK Head of department
Subject Group	Overseas Head of department
Subject	Please supply email addresses – referees will be contacted automatically via e-GAP^2
Present research (1500 characters)	
Present Position	**We recommend that you provide referees with a copy of your application and of the attached guidance for referees.**
Present Employer	
Present Department	
Present Position start date and end date	
PhD Awarded Date	**DIVERSITY MONITORING** (applicant and co-applicant to complete individually)
Current Funding	
Previous Support	
ORGANISATION	
Select host organisation	

Appendix 2

Guidance for Statement Providers and Referees on e-GAP^2

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^2 (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 **29 March 2017**.

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^{2}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^2 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^2, 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^2. If you are already registered on e-GAP^2 please advise the Applicant to use the appropriate email address.

Providing a reference or statement on e-GAP^2

The e-GAP^2 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^2, using the following instructions:

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

Tel: +44 (0)20 7451 2238

Application process

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┌─────────────────────────────────┐
│ Opening: 24 January 2017        │
└─────────────────────────────────┘
                 ↓
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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 → Rejection

UK Organisation Approval

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[2] within 5 workings days of

Final submission to Newton International Fellowship Office by deadline: 22 March 2017 → Late submissions: Rejection

Application is checked for eligibility and complete set of references. → Rejection

Application enters selection → Rejection

Award

September 2017