



International Joint Projects scheme 2010

1. Overview

Aim: The International Joint Projects Scheme is designed to enable international collaboration by providing the marginal costs of research i.e. travel, subsistence and research expenses. It aims to provide seed money for research that will lead to further collaboration and greater funding in the future from larger funding bodies.

Subjects covered: All activities must be on a subject within the natural sciences, including: physics, chemistry, mathematics, computer science, engineering, agricultural and medical research, the scientific aspects of archaeology, geography and experimental psychology. The Royal Society does not cover social sciences or clinical research. Patient-oriented research and clinical trials are outside the Royal Society's remit.

Eligibility: The Project Leaders must be from academia, of at least postdoctoral status or equivalent and hold a permanent or fixed-term contract in an eligible organisation which, if it is the latter, continues at least for the duration of the project. Collaborations should be based on a single project including two teams or individuals: one based in the UK and the other based outside the UK. A relationship between both parties should already be established prior to making an application and the collaboration should involve bilateral visits between the UK and the country with which the overseas collaborator is based. For further details please refer to the 'Eligibility Details' section overleaf.

Duration of funding: Joint Project awards must run for two years

Value: A maximum of £6,000 per year is available (£12,000 in total). Up to £1,000 out of the £6000 available in each year can be spent on research expenses and consumables. Please refer to "Research costs Justification" on page 8 for a list of eligible and ineligible consumable items.

Countries covered: All the countries listed in Appendix 1 are eligible under this scheme. Depending on which country your collaboration is with, proposals can be submitted either as a "direct" application (for consideration by the Royal Society only) or as a "cost shared" application (for consideration by the Royal Society and an overseas funding partner in order to secure additional funds). Please see appendix 2 for further information about cost share applications.

Closing date: 30 July 2010

Results available: Past experience suggests that results of the competition will be available about 4 months after the closing date. Applications involving cost-share partners may take longer.

Important changes: There are now three application deadlines per year for the international Joint Projects scheme.

2. Eligibility details

Activity

- Please see appendix 1 for a list of eligible countries. If the country does not appear on the list it means that applications are not accepted under this scheme with the country in question. You are advised to consider applying to the International Travel Grants scheme, details of which can be found at <http://royalsociety.org/International-Travel-Grants/>
- The collaboration should be based on a single project between two teams or individuals: one based at a single UK academic or research institution and the other based at a single overseas academic or research institution
- The collaboration should involve bilateral visits between the UK institution and overseas institution over the course of 2 years. Please note that the schedule of visits presented on the 'financial details' section of the form application form will be used to assess whether or not bilateral visits are intended. Please refer to "Travel International Justification" on page 8 for guidance on how to present this information
- Applications can only support travel between the UK and the overseas collaborator's country; costs for travel between a third country are not eligible
- All activities must be on a subject within the natural sciences, including: physics, chemistry, mathematics, computer science, engineering, agricultural and medical research, the scientific aspects of archaeology, geography and experimental psychology. The Royal Society does not cover social sciences or clinical research. Patient-oriented research and clinical trials are outside the Royal Society's remit.

Applicants

- The UK project leader ("applicant") overseas project leader ("co-applicant") must have completed a PhD or have extensive experience at an equivalent level. If either scientist is a final year PhD student you may apply only if the PhD (including Viva) will have completed before the start date of the proposed activity. Confirmation of PhD completion will be required on acceptance if the application is successful
- The applicant and co-applicant must hold a permanent or fixed term contract for the duration of the award in an eligible organisation in their respective countries. Ineligible organisations include industrial, private and commercial organisations, university spin-out companies, governmental bodies and research councils
- As this scheme is not intended to be used to extend an existing fellowship the applicant and co-applicant must be based in their respective countries/institutions at the time of application
- A relationship between the applicant and co-applicant should already be established prior to making an application as this scheme is not intended to support new/exploratory collaborations.
- Applications must be commenced by the applicant (UK project leader) on behalf of the co-applicant and the respective teams i.e. the application must be initiated in the applicant's e-Gap account

- There are no restrictions on the number of participants and PhD students per team, however all UK and overseas project team member should be working in a UK/overseas university or research institute, and only participants based at the applicant and co-applicant organisations are eligible to claim travel and subsistence against an award should the application be successful
- Applicants must ensure that the UK Head of Department, the overseas Head of Department and the 2 nominated referees submit their statements through e-Gap within 5 working days of the advertised application deadline. Please note that chasing referees is the applicant's and co-applicant's responsibility and that applications with incomplete Head of department statements and references will be ineligible for review

Other award holders

- Travel grant award holders may not apply for a Joint Project with the same country that they already hold a Travel Grant with until the project for the previous award has ended and final report submitted
- Joint Project holders may not apply for another Joint Project with the same country that they already hold a Joint Project award with until the project for the previous award has ended and final report submitted

3. Completion of application

Applications can only be submitted online using the Royal Society's electronic Grant Application and Processing (e-GAP) system (<https://e-gap.royalsociety.org>, or via the e-GAP information link on the front page of the Society's web site). Applications cannot be submitted on paper.

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

Important information – to be read before starting an application

Personal details: Once logged on to e-GAP and before starting your application, click *My Details* at the top of the page. Please ensure that this information is up to date.

Automatic log-out: Save your work regularly to prevent accidental loss of text. NB: 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.

Character limits: If you exceed specified character limits the system will not allow you to save (NB that 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. Character limits apply to text boxes, page limits to PDFs.

Plain text: When entering plain text, avoid using symbols as some may not be accepted by e-GAP. You should generate a PDF of your application (by choosing 'print' 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'.

Email addresses: e-GAP 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 it will create a new account 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 for e-GAP 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.

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

Application sharing: You can allow other e-GAP users 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 password and also see and, depending on permissions, amend your application. To do this, the other e-GAP 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.

Application Guidance Notes

Assessment criteria

- The research background of the UK and overseas scientist
- The strength of the scientists and institution in the area of proposed research
- The mutual benefit of the collaboration
- The strength of the proposal
- The potential contribution to the UK science base

Completing the e-GAP form

In the below table each box represents a tab on the e-GAP 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. Note that the specified character limits specified include spaces, punctuation and carriage returns. 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 and Co-applicant personal details | |
|--|--|
| Title, Names, address etc | Take care to complete this accurately. Errors in this section can cause difficulties in processing your application. |
| Nationality | Click the 'Add Nationality' link in the blue and white rectangular box/strip and select from the drop down list. Click 'OK'. This is a mandatory field. |
| Email address | This field defaults to the account in which the application is commenced and is where all correspondence pertaining to the application throughout the application process and in the event of the application being successful will be sent. The applicant (UK based team leader) must therefore commence the application on behalf of both project teams. |

| Applicant and Co-applicant career summary | |
|--|---|
| Statement of academic qualifications & career | Follow the 'add qualification' link on the right-hand-side of the blue and white rectangular box/strip to list posts, qualifications, and awards & prizes obtained in the last 5 years (along with their dates). Each entry needs to be added separately in reverse chronological order |
| Publications | Provide details of authors, titles, and reference of five of your recent publications in refereed journals in reverse chronological order (<i>max 1600 characters</i>) |
| Subject Group/Subject | Select from drop down menus. If your specific subject group or discipline is not listed, please select the closest options |
| Present research | Summarise present research (<i>max 1000 characters</i>) |
| Present position | Provide your academic/job title (<i>max 130 characters</i>) |
| Present employer | State the organisation name of your current employer (eg University of Bath). <i>Max 150 characters</i> |
| Present department | State your current department (eg Department of Astrophysics). <i>Max 150 characters</i> |
| Present position start date | |
| PhD awarded Date | |
| Current Funding Description | List your current sources of major funding (<i>max 1,000 characters</i>) |
| Previous Support Description | List previous Royal Society grants (<i>max 500 characters</i>) |

| Organisations | |
|----------------------|---|
| Host organisation | <p>Select the UK based organisation where the research will be carried out i.e. the applicant's employer. Applications <i>must</i> be approved by the host organisation authorities e.g. research grants office, finance department, etc. (For details, see 'Submission process' section below)</p> <p>Most establishments appear in the drop-down list but if your proposed organisation is not there, please contact the Royal Society.</p> <p>It is your responsibility to ensure that your application is complete in time for the host organisation to process it and provide their approval by the closing date. It is recommended that you allow at least 5 working days for this process.</p> |

| Proposal | |
|--|---|
| Subject group | Select the group that most closely reflects your area of research from the drop-down menu. |
| Subject | Select a subject sub-category that most closely reflects your area of research from the drop-down menu. |
| Project Title | Give the full title of your proposed project (<i>max 80 characters</i>) |
| Research Aims | State scientific aims (<i>max 800 characters</i>) |
| Research Proposal | Outline the nature and purpose of your research project including a description of the experimental methods and techniques you will be using (<i>max 4000 characters</i>) |
| 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 (<i>max 3,500 characters</i>). As this is an abstract, we do recognise that this section may a lot shorter than 3500 characters. |
| Resources Required | List other project participants from both teams, their current academic role/post and why you wish to include them on the project (<i>max 2500 characters</i>) Note: There are no restrictions on the number of participants per team but all participants should be working/studying in a university or research institute and only participants at the applicant and co-applicant organisations stated on the application are eligible to receive Royal Society funding |
| Participants | List PhD students from both teams you wish to include on the project (<i>max 1000 characters</i>). See above note |
| Previous contact | Provide details of previous contact and/or collaborations with the co-applicant |
| Use of animals | 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'. 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 in pdf format at http://www.royalsociety.org/displaypagedoc.asp?id=11471 A hard copy can be obtained by contacting the Grants Section at the address below). |
| Benefits of research to individuals and institutions | (<i>max 500 characters</i>) |
| Benefits to the UK | (<i>max 500 characters</i>) |
| Benefits to overseas country | (<i>max 500 characters</i>) |
| Lay report | Provide a lay summary of your proposed project. This should be understandable by an A-level science student. 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. Also explain the potential impact or wider benefits to society of your research (<i>max of 3,500 characters</i>) |

| Financial details | |
|--|---|
| Duration (Years) | Please select this first. As this a 2 years scheme, please select "2". On selection the appropriate number of columns will appear. |
| Financial details – Year 1 (and 2) | <p>REMINDER: If applying for a cost shared application with China, Russia, Taiwan or Ireland only provide costs for the UK Team’s airfare overseas and the overseas team’s subsistence whilst in the UK.</p> <p>If applying for a cost shared application with CNRS France provide travel and subsistence costs for the UK team only.</p> <p>If applying for a cost share application with CSIR-India provide travel and subsistence costs to be requested from the Royal Society and CSIR-India</p> <p>If applying for a direct application supply the travel and subsistence costs for both the UK and overseas team</p> |
| <ul style="list-style-type: none"> • Travel International Justification | Complete a visit plan presenting the details as follows: <i>Last name 1: Duration, Destination, Cost; Last name 2: Duration, Destination, Cost</i> etc etc. The schedule of visits presented above will be used to judge whether or not visits are bilateral and therefore the eligibility of the application |
| <ul style="list-style-type: none"> • Travel International Amount | Provide the total amount of costs stated in the ‘Travel International Justification’ field |
| <ul style="list-style-type: none"> • Subsistence Justification | Complete a visit plan presenting the details as follows: <i>Last name 1: Duration, Destination, Cost; Last name 2: Duration, Destination, Cost</i> etc etc. The schedule of visits presented above will be used to judge whether or not visits are bilateral and therefore the eligibility of the application |
| <ul style="list-style-type: none"> • Subsistence Amount | Provide the total amount of costs stated in the ‘Subsistence Justification’ field |
| <ul style="list-style-type: none"> • Research Costs Justification | State item(s) and amount(s). <u>Eligible consumable</u> costs include Visa charges, police registration fees, postage and printing, books, reagents, computer software, stationery for overseas visitors whilst in the UK, fieldwork expenses, and animal and plant licence fees. <u>Ineligible consumable</u> costs include Computer hardware, bench fees, conference registration fees, travel to conferences, departmental costs/overheads, medical insurance, excess baggage, expenses relating to accompanying dependents, contributions towards salaries, costs involving travel to a third country and costs incurred by project participants not associated with the applicant organisations. If nothing is required state "NA" |
| <ul style="list-style-type: none"> • Research Costs Amount | Provide the total amount of costs stated in the ‘Research Costs Justification’ field. Please note that the total amount requested for consumables <u>should not exceed £1000</u> |
| <ul style="list-style-type: none"> • Total Amount | The sum of the ‘Travel International’, ‘Subsistence’, and ‘Research Costs’ subtotals. This will be calculated automatically and <u>should not exceed £6000</u> in total per year (unless you are applying for a cost share grant with CSIR India) |
| Sum requested from the Royal Society | This should be the sum of the Years 1 and 2 totals and <u>should not exceed £12,000</u> (unless you are applying for a cost share grant with CSIR India) |

| | |
|-------------------------------|--|
| Pending Proposed Applications | Provide details of proposed or pending applications, or state "NA" if not applicable (<i>max 300 characters</i>) |
| Other Funding Sources | Provide details of other sources of funding for this project or state "NA" if not applicable |

| Nominated referees | |
|---------------------------|--|
| Two Personal Referees | <p>Provide details of 2 referees (one of whom must be based in the UK) who can provide confidential, independent and authoritative comments on your application. Please note that:</p> <ul style="list-style-type: none"> • Referees cannot be from the same institution as the “applicant” or “co-applicant” • Referees must not be a member of the International Joint Projects assessment panel or a member of the Royal Society’s Council <p>Please check with them that they are happy and able to provide the reference, and inform them that they will be contacted by email and asked to provide a reference via the e-GAP system within 5 working days of the advertised application deadline.</p> <p>It is vital that you enter the correct email address for your referees and HoDs as upon your application being approved by your organisation, emails are sent automatically from e-Gap to these individuals at the email addresses supplied on the application form with instructions for viewing the application and supplying the reference through e-Gap. It is the responsibility of the applicants to:</p> <ul style="list-style-type: none"> • Liaise with referees and HoDs to ensure that they have received details of their e-Gap login and instructions for supplying their statements through e-Gap • Keep track of the progress of references as described on page 4 • Ensure that references are supplied through e-Gap within 5 working days of the advertised application deadline <p>To add each referee click ‘Add Referee’ and enter their email address. Check if they are already registered on e-GAP by clicking ‘Check Email’, and if not, enter their details. You must select “contact now” regardless of whether or not you actually want to contact them to ensure that their details are successfully attached to the form followed by ‘Save’. An email will be automatically generated and sent to the referee using the email address supplied with instructions for supplying the reference on e-gap.</p> <p>You can refer them to Appendix 3: Instructions on providing a reference.</p> |

Departmental support

Head of Department

Statements are required from:

- The Head of Department of the “applicant”
- The Head of Department of the “co-applicant”

In the event that either the “applicant”, “co-applicant” or project participant is the Head of Department, statements will need to be supplied by the individual to whom the applicant, co-applicant or participant reports i.e. a Dean or Head of Faculty.

Please check with them that they are happy and able to provide the reference, and inform them that they will be contacted by email and asked to provide a reference via the e-GAP system within 5 working days of the advertised application deadline.

It is vital that you enter the correct email address for your referees and HoDs as upon your application being approved by your organisation, emails are sent automatically from e-Gap to these individuals at the email addresses supplied on the application form with instructions for viewing the application and supplying the reference through e-Gap. It is the responsibility of the applicants to:

- Liaise with referees and HoDs to ensure that they have received details of their e-Gap login and instructions for supplying their statements through e-Gap
- Keep track of the progress of references as described on page 4
- Ensure that references are supplied through e-Gap within 5 working days of the advertised application deadline

To add each referee click ‘Add Referee’ and enter their email address. Check if they are already registered on e-GAP by clicking ‘Check Email’, and if not, enter their details. You must select “contact now” regardless of whether or not you actually want to contact them to ensure that their details are successfully attached to the form followed by ‘Save’. An email will be automatically generated and sent to the referee using the email address supplied with instructions for supplying the reference on e-gap.

You can refer them to Appendix 3: Instructions on providing a reference.

Equal opportunities

Equal opportunities

The Royal Society is committed to its policy of Equal Opportunity in the provision of its awards. Please help us to monitor the effectiveness of this policy by providing the information requested.

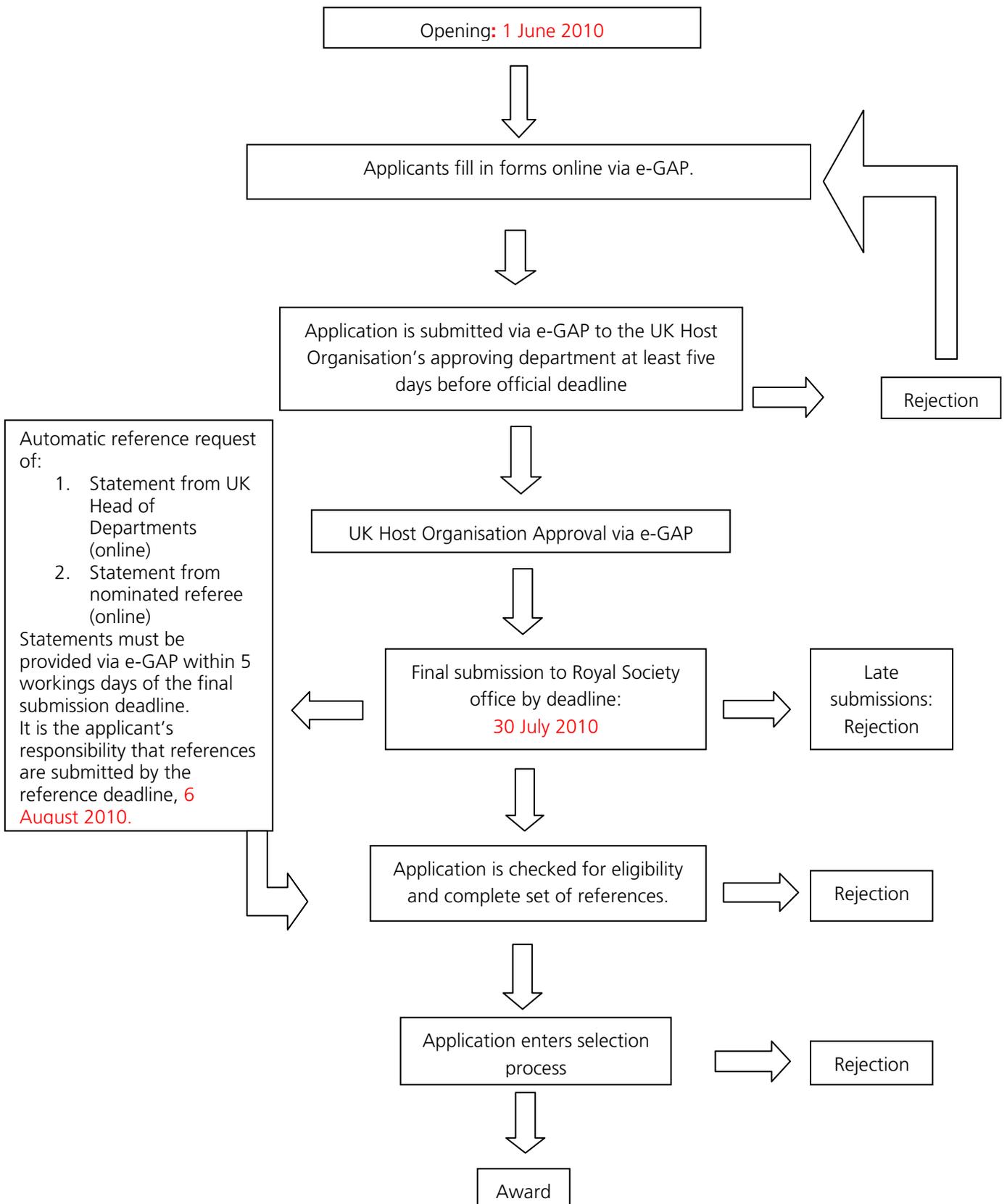
This information will be kept separately from the rest of your application and will not be seen by those involved in the selection process, including referees etc.

This section is optional; however the Society would greatly appreciate it if you complete the details. You must either complete the form or tick the box stating that you do not want to complete the form (‘Opt Out’). If you do not tick one or other of the boxes the system will regard your application as incomplete and will not allow you to submit it.

4. Submission process

- Once the e-GAP application form is complete, you are advised to create a PDF version of it and check it thoroughly (including email addresses) before submitting it for approval by your 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 host organisation to process it (including requesting changes) and provide their approval by the closing date. We recommend that you allow at least five working days for this process.
- If your host organisation approver requests modifications through the e-GAP email facility, they can unlock your application, allowing you to edit it. Once you have completed the requested changes, please use the application summary to re-submit your application for approval. Please also contact your Head of Department and alert them to the changes.
- Once your 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, Head of Departments and Nominated Referees will receive automated emails requesting them to provide their statements/references on e-GAP. These should be submitted within 1 week (5 working days) after the closing date.
- 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 and click on the link to the Application Summary.
- In the fortnight following the closing date, your submitted application will be checked by the Royal Society. If it conforms to the eligibility requirements, the eligibility status on the Application Summary page will be marked as 'Complete'

Submission process flow diagram



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 application form at least one week before the closing date.
2. Before submitting your application, check that Heads of Departments/Referees are available and willing to provide references by no later than one week after the closing date.
3. Submit application to host organisation approver via e-GAP at least five working days before the closing date.
4. Check that the host organisation approver has approved your application by the closing date.
5. Send Appendix 3 ('Instructions for Head of Department/Nominated Referee') to Heads of Departments/Nominated Referees.
6. Check that Heads of Departments/Referees have completed their references by no later than one week after the closing date.

5. Review process

- All applications for International Joint Projects Scheme are reviewed and assessed by two members of the selection panel who have the most appropriate scientific expertise.
- Following this a shortlist is drawn up. The applications are then reviewed by the Panel Chair.
- It is expected that applicants will be notified of the outcome of their application by email about 4 months after the application deadline.

Please be assured that the Royal Society specifically requests anyone involved in reviewing applications to consider them in confidence.

6. Enquiries

If you have any enquiries about the submission of your application or about the e-GAP process, please contact the Grants Team, The Royal Society, 6-9 Carlton House Terrace, London, SW1Y 5AG, email: international.jointprojects@royalsociety.org or call 020 7451 2557

Appendix 1

Eligible Countries and Partner Organisation

There are three possible methods of application for the Joint Project Scheme (as described on page 5) and broadly categorised as follows:

| | |
|--------------------------|--|
| RS Direct | Where there is no relevant partner, no cost-sharing agreement, or the cost-sharing partner does not peer-review the applications themselves, applications should be made to the Royal Society only. |
| Parallel Review | Where the Royal Society and the partner will review and announce awards jointly. The closing dates will be around the same date. Applications should be made to the Royal Society and partner organisation – with the exception of RS/CSIR applications which should be made only to the Royal Society |
| Nomination Review | Where the applications should be sent to the partner via your overseas colleague, which will then be forwarded or 'nominated', to the Royal Society for approval by the partner organisation. |

Applications are only accepted for the countries listed below and where there is a cost-share agreement, the name of the partner organisation, to whom the overseas collaborator ("co-applicant") needs to submit an application, is also shown. **If the country with whom you wish to collaborate with is not listed you are not eligible to apply** to this scheme and it is advised that you consider applying for an International Travel Grant, details of which can be found at <http://royalsociety.org/International-Travel-Grants/>.

| COUNTRY | PARTNER ORGANISATION | DIRECT | PARALLEL REVIEW | NOMINATION REVIEW |
|--------------|--|--------|-----------------|-------------------|
| Albania | N/A | ✓ | | |
| Armenia | N/A | ✓ | | |
| Austria | N/A | ✓ | | |
| Argentina | N/A | ✓ | | |
| Azerbaijan | N/A | ✓ | | |
| Belarus | N/A | ✓ | | |
| Belgium | N/A | ✓ | | |
| Bolivia | N/A | ✓ | | |
| Bosnia/Herz. | N/A | ✓ | | |
| Brazil | N/A | ✓ | | |
| Bulgaria | Bulgarian Academy of Sciences | | | ✓ |
| | If your overseas colleagues are not applying to the above organisation/you do not wish to follow the cost shared route, you may apply 'directly' i.e. only to the Royal Society | ✓ | | |
| China | Natural Science Foundation of China (NSFC) | | ✓ | |
| | Chinese Academy of Sciences (CAS) | | | ✓ |
| | If your overseas colleagues are not applying to either of the above organisations/you do not wish to follow the cost shared route, you may apply 'directly' i.e. only to the Royal Society | ✓ | | |

| COUNTRY | PARTNER ORGANISATION | RS DIRECT | PARALLEL REVIEW | NOMINATION REVIEW |
|-----------------|---|-----------|-----------------|-------------------|
| Chile | N/A | ✓ | | |
| Columbia | N/A | ✓ | | |
| Costa Rica | N/A | ✓ | | |
| Croatia | N/A | ✓ | | |
| Cuba | N/A | ✓ | | |
| Cyprus | N/A | ✓ | | |
| Czech Republic | N/A | ✓ | | |
| Denmark | N/A | ✓ | | |
| Ecuador | N/A | ✓ | | |
| Estonia | N/A | ✓ | | |
| Finland | N/A | ✓ | | |
| France | CNRS | | ✓ | |
| | If your overseas colleagues are not applying to the above organisation/you do not wish to follow the cost shared route, you may apply 'directly' i.e. only to the Royal Society | ✓ | | |
| Georgia | N/A | ✓ | | |
| Germany | N/A | ✓ | | |
| Ghana | N/A | ✓ | | |
| Greece | N/A | ✓ | | |
| Greenland | N/A | ✓ | | |
| Guatemala | N/A | ✓ | | |
| Hong Kong | N/A | ✓ | | |
| Hungary | Hungarian Academy of Sciences | | | ✓ |
| | If your overseas colleagues are not applying to the above organisation/you do not wish to follow the cost shared route, you may apply 'directly' i.e. only to the Royal Society | ✓ | | |
| Iceland | N/A | ✓ | | |
| India | Council of Scientific and Industrial Research-India | | ✓ | |
| | If your overseas colleagues are not applying to the above organisation/you do not wish to follow the cost shared route, you may apply 'directly' i.e. only to the Royal Society | ✓ | | |
| Irish Republic | Royal Irish Academy | | ✓ | |
| | If your overseas colleagues are not applying to the above organisation/you do not wish to follow the cost shared route, you may apply 'directly' i.e. only to the Royal Society | ✓ | | |
| Italy | N/A | ✓ | | |
| Japan | N/A | ✓ | | |
| Kazakhstan | N/A | ✓ | | |
| Kyrgyz Republic | N/A | ✓ | | |
| Latvia | N/A | ✓ | | |
| Lithuania | N/A | ✓ | | |
| Luxembourg | N/A | ✓ | | |
| Macedonia | N/A | ✓ | | |
| Mexico | N/A | ✓ | | |
| Moldova | N/A | ✓ | | |
| Netherlands | N/A | ✓ | | |
| Norway | N/A | ✓ | | |

| COUNTRY | PARTNER ORGANISATION | RS DIRECT | PARALLEL REVIEW | NOMINATION REVIEW |
|-----------------------------|--|-----------|-----------------|-------------------|
| Paraguay | N/A | ✓ | | |
| Poland | Polish Academy of Sciences | | | ✓ |
| | If your overseas colleagues are not applying to the above organisation/you do not wish to follow the cost shared route, you may apply 'directly' i.e. only to the Royal Society | ✓ | | |
| Portugal | N/A | ✓ | | |
| Puerto Rico | N/A | ✓ | | |
| Romania | N/A | ✓ | | |
| Russia | Russian Foundation for Basic Research | | ✓ | |
| | Russian Academy of Sciences | | | ✓ |
| | If your overseas colleagues are not applying to either of the above organisations/you do not wish to follow the cost shared route, you may apply 'directly' i.e. only to the Royal Society | ✓ | | |
| Serbia & Montenegro, Kosovo | N/A | ✓ | | |
| Slovakia | N/A | ✓ | | |
| Slovenia | N/A | ✓ | | |
| South Africa | N/A | ✓ | | |
| South Korea | N/A | ✓ | | |
| Spain | N/A | ✓ | | |
| Sweden | N/A | ✓ | | |
| Switzerland | N/A | ✓ | | |
| Tadjikistan | N/A | ✓ | | |
| Taiwan | National Science Council of Taiwan | | ✓ | |
| | If your overseas colleagues are not applying to the above organisation/you do not wish to follow the cost shared route, you may apply 'directly' i.e. only to the Royal Society | ✓ | | |
| Tanzania | N/A | ✓ | | |
| Turkey | N/A | ✓ | | |
| Turkmenistan | N/A | ✓ | | |
| Ukraine | N/A | ✓ | | |
| Uruguay | N/A | ✓ | | |
| Uzbekistan | N/A | ✓ | | |
| Venezuela | N/A | ✓ | | |

Appendix 2

Cost shared applications

The Royal Society has a number of cost-sharing arrangements with Partner Organisations (usually overseas Academies of Science) which are listed under Appendix 2.

If the country you wish to collaborate with is listed but no Partner Organisation named, you apply under the **'direct' application method** (submitting an application only to the Royal Society to any of the 3 annual deadlines i.e. excluding the China NSFC and Russian RFBR rounds). In this case the "applicant" requests a maximum of £6000 a year for 2 years from the Royal Society to contribute towards the travel and subsistence costs of both the UK and overseas team.

If the country you wish to collaborate names a Partner Organisation, applications can still be submitted 'directly' or through one of the following cost-shared routes (depending on which method is specified):

Parallel Review

The UK team leader ("applicant") submits a proposal to the Royal Society requesting a maximum of £6000 a year for 2 years AND the Overseas team leader ("co-applicant") simultaneously submits a proposal to the relevant partner organisation in their country also requesting the equivalent of £6000 a year/amount offered by their scheme. The Royal Society's 2010 deadlines for 'parallel' cost-share applications are as follows: **Taiwan** (NSC) 25 March; **France** (CNRS) 30 July; **India** (CSIR-India) 30 July and 25 November; **Ireland** (RIA) 25 November; **Russia** (RFBR) September, exact date TBC and **China** (NSFC) October, exact date TBC. Please note that these dates refer to the Royal Society's deadlines - partner organisations do NOT necessarily have the same closing dates so instruct your overseas collaborator to contact the partner organisation for their closing dates and application requirements.

Nominated Review

The Overseas team leader ("co-applicant") submits an application to the partner organisation requesting the equivalent of £6000 a year/ amount offered by their scheme, in the first instance. If the overseas application is successful the partner organisation recommends or "nominates" the project to the Royal Society and the UK team leader ("applicant") is invited to submit an application to any of the 3 deadlines i.e. excluding the China NSFC and Russian RFBR rounds, also requesting a maximum of £6000 a year for 2 years.

Finances of all cost-share applications (excluding India and France)

As the travel and subsistence costs are shared between the Royal Society and the overseas Partner Organisation, the costs to be requested from the Royal Society and the partner Organisation are as follows:

| Royal Society (costs to be applied for by "applicant") | Partner organisation (costs to be applied for by "co-applicant") |
|---|---|
| The UK team's international travel fare | The overseas team's international travel fare |
| The overseas team's subsistence costs whilst in the UK | The UK team's subsistence costs whilst overseas |

Finances for CSIR-India cost share applications

Prior to completing the application please ensure that the proposed overseas project leader ("co-applicant") is based at a Council of Scientific and Industrial Research-India (CSIR-India) research institute as

only CSIR employees/institutions are eligible for consideration under Royals Society/CSIR-India cost share projects. For a list of CSIR research institutes visit <http://www.csir.res.in/>

As CSIR-India assess applications using the Royal Society's application form only one application is required, therefore the "applicant" must **include all costs for both UK and overseas groups**. Using the standard cost-share split listed above the Royal Society will pay a maximum of £6000 per year and the CSIR will cover equivalent costs on the Indian side meaning that the subsistence costs of UK scientists in India may be met through the provision of accommodation and a contribution of up to INR 1200 per day towards other living expenses with the total available for UK-India cost shared projects remaining the equivalent of up to £12,000

Finances for CNRS France cost share applications

The Royal Society will pay for all the UK team's travel and subsistence and the CNRS will pay for all the French Scientists' travel and subsistence so the "applicant" should only request funds in relation to the UK team when completing the application.

Appendix 3

Please pass a copy of these instructions to your Head of Department/ Nominated Referees. Once you have submitted your application for approval they will be contacted automatically by email.

Instructions for Head of Department/Nominated Referee

References/statements can be submitted online using the Royal Society's electronic Grant Application and Processing (e-GAP) system before and up to 5 working days after the closing date.

The e-GAP system automatically logs you out after periods of inactivity (typing is not considered activity). Therefore we recommend that you write your reference in a word processor first and then copy the text into e-GAP, using the following instructions:

1. Go to the e-GAP website: <https://e-gap.royalsociety.org/Login.aspx>
2. Enter your email address. If you have never used e-GAP 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 for the first time, click the 'Forgotten Password?' link and a password will be sent to your email address directly from e-GAP.
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 each tab including:
 - Your personal details (select 'Other' if your institution is not listed in the drop-down menu)
 - The written reference (please ensure that your statement is within the specified character limit including spaces otherwise it will be cut short)
 - Scores (if requested)

Click on 'Save' at regular intervals as you proceed.

8. 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.)

Your reference is then automatically forwarded to the Royal Society.

If you have any questions about providing your reference, please contact the International Joint Projects Team on (020) 7451 2557 or email: international.jointprojects@royalsociety.org