

APEX Awards Scheme Notes

1. Overview

In partnership with the British Academy, the Royal Academy of Engineering and the Royal Society ('the Academies') and supported generously by the Leverhulme Trust, the APEX awards (Academies Partnership in Supporting Excellence in Cross-disciplinary research award) offers established independent researchers, with a strong track record in their respective area, an exciting opportunity to pursue genuine interdisciplinary and curiosity-driven research to benefit wider society. Successful applicants will be expected to work in collaboration with relevant researchers from other disciplines.

Objectives of the APEX Award are to:

- promote collaboration across disciplines, with a particular emphasis on the boundary between science, engineering, and the social sciences and humanities
- support outstanding interdisciplinary research which is unlikely to be supported through conventional funding programmes
- support researchers with an outstanding track record in developing their research in a new direction through collaboration with partners from other disciplines
- enable outstanding researchers to focus on advancing their innovative research through seed funding

For the purposes of this scheme interdisciplinary research is defined as:

"Interdisciplinary research (IDR) is a mode of research by teams or individuals that integrates information, data, techniques, tools, perspectives, concepts, and/or theories from two or more disciplines or bodies of specialized knowledge to advance fundamental understanding or to solve problems whose solutions are beyond the scope of a single discipline or area of research practice. Successful IDR plans and supports research practices and outputs greater than the sum of their constituent disciplinary parts."

Awards of up to £100,000 can be held for up to 24 months.

Applications must be within the remit of more than one of the Academies. Applications that span the remit of The British Academy and The Royal Academy of Engineering are encouraged.

The British Academy Remit – In any discipline within the social sciences and humanities and does not include primarily practice-based outputs such as in musical composition and performance, visual practice, creative writing, and film-making. Such outputs will be considered to fall within the BA's remit only when they form part of an integrated project of critical or historical significance.

The Royal Academy of Engineering Remit – Applications are welcome from any engineering discipline. Engineering is defined in its broadest sense, encompassing a wide range of diverse fields, including computer science and materials.

The Royal Society Remit - Natural sciences (including agriculture, mathematics, technology, computer science, materials, medical, environmental and engineering sciences, but excluding clinical medicine).

2. Eligibility Requirements

The scheme is open to applicants of all nationalities. Applicants must be exceptional researchers with excellent track records as established independent researchers (this can include engineering researchers, humanities and social sciences scholars and scientists). Applicants must be based in either a UK University or not-for-profit research organisation for at least the duration of the project.

Applicants will be expected to collaborate with a research partner (co-applicant) from a different discipline to their own based at the same institution or a different university in the UK. All applications must be supported by the applicant's Head of Department, who will be asked to provide assurances that the researcher will be permitted to use the institution's facilities during the period and can be released/partially released from teaching duties (if required).

Applicants may only submit one application per round.

Please see the FAQs for further guidance. Enquiries about eligibility can be made to apex@royalsociety.org.

3. Duration of award and level of support

Duration: Grants can be held for up to 24 months, with a start date between 1 September 2020 and 1 November 2020.

Support: Funding will be available for up to £100,000 to fund staff costs of which no more than 25% of the total requested amount may be used for associated research costs. These can include consumables, equipment and collaborative travel. Successful applicants will also have the opportunity to separately apply for up to £10,000 to create and lead public engagement projects linked to their APEX award, which will be assessed independently by a Public Engagement panel.

Staff costs covered: include the cost of providing a teaching replacement for the lead applicant and/or co-applicant (up to the equivalent of the minimum point on the lectureship scale as paid by the host university - basic salary only, including on costs - FEC will not be paid). This is to enable the applicant and/or co-applicant to focus on their research project by relieving them of all, or a proportion (particularly for applications of £50,000), of their teaching and administrative duties.

Costs for the co-applicant may be requested, however the grant will be awarded to the lead applicant, and administered by the lead applicant's Host Organisation.

Requests for any other salary costs e.g. for research assistants, post-docs or studentships etc. *cannot* be included in the application. Note that awards under this scheme will not pay indirect and estate costs.

4. Timings and assessment criteria

Closing date: 15:00 UK time on 26 November 2019

Note the deadline for the Nominated Referees and Head of Department Statements is the same as the round closing date: **15:00 UK time 26 November 2019**.

Results available: Applicants will be notified of the outcome in July 2020.

The size and number of awards will vary and the panel will select applications on the basis of research excellence, extent of the collaborative interdisciplinary research and the novelty of the proposed research.

Applications will be peer-reviewed and assessed by a cross-disciplinary panel with broad ranging expertise drawn from the fellowship of all three Academies. It is therefore of particular importance that applicants include a concise and understandable lay summary, free of jargon, in order to best convey their proposed research.

The primary considerations in the **assessment process** will be:

- The applicant's strong scientific and/or engineering /or social sciences and/or humanities track record and proven track record in collaborative research
- The strength of the interdisciplinary research collaboration and team
- The quality, novelty and potential of the proposed interdisciplinary research project
- The potential of the proposed project to enable the applicant to develop a new direction for their research
- The feasibility of the proposal and whether the applicant recognises the inherent risk of failure associated with this type of research and their strategy for minimising these risks

Please note that although applications spanning the remit of The British Academy and The Royal Academy of Engineering are encouraged, these will not be given preference to, and will be subject to the same selection process. Public engagement activities will not be assessed by the APEX Awards Panel, which will be assessed independently by a Public Engagement Panel following a separate application round for successful award holders. Please be assured that the Academies specifically request all involved in reviewing applications to consider them in confidence.

Use of Application Data

Please note that information regarding your application for a Royal Society Research Grant may be shared with the Leverhulme Trust for funding, data monitoring and scheme evaluation purposes. You may also be contacted by selected third parties such as independent evaluators, consultancy groups, and career development organisations. If successful, the Royal Society will contact you regarding the administration of your award throughout the course of your funding and after its completion. You may also be contacted by the Royal Society for reporting and evaluation purposes throughout the course of your funding and after its completion.

Other Important information to note about the process:

- The Royal Society will be administering the application process and the awards on behalf of the three Academies. Therefore, applications will be made using the Royal Society's new Flexi-Grant® system. FAQ and Troubleshooting information can be found online (support.flexigrant.com/support/home). Applicants should be aware that this application form will be considered by the cross-Academy selection panel and that independent reviews

will be sought. The application will be treated as confidential at all times.

- Please read the enclosed scheme guidance notes to help you complete your application.
- If your research will generate data of significant value to the research community, we ask you to provide additional information on your data management and sharing plan.

4. Application Guidance Notes

Using Flexi-Grant®

Applications can only be submitted online using the Royal Society's Grants and Awards management system (Flexi-Grant®) via grants.royalsociety.org. Support, FAQs and troubleshooting can be found via royalsocietyapplicantsupport.fluenttechnology.com/support/home. If you have not previously used Flexi-Grant®, please follow the registration process from the Flexi-Grant®, homepage. **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 the necessary information, or evidence to show the assessment criteria are met, will be rejected.

ORCID identifier: All applicants applying to the APEX Awards will be required to obtain an ORCID (Open Researcher and Contributor ID) identifier before they can commence their application. ORCID maintains a registry of unique researcher identifiers and a transparent method of linking research funding, research publications, research data and any other research outputs to these unique identifiers. You can register for an ORCID identifier via orcid.org/register.

Further information about the Grants and Awards Management system can be found via royalsociety.org/grants-schemes-awards/grants/flexi-grant/.

Completing the application form

The application can be completed by using the navigation tabs on the application summary page, with each page categorised as follows:

- Summary**
- Eligibility Criteria**
- Contact Details**
- Applicant Career Summary**
- Co-applicant(s) Career Summary**
- Research Proposal**
- Use of Animals in Research**
- Financial Details**
- Applicant Declaration**
- Head of Department Support**
- Co-applicant's Head of Department Support**
- Nominated Reference Support**

A full list of question fields to be completed as part of the application can be found in the following pages.

In the following table, each box represents a page of the application form; the left-hand column contains the questions within each of these pages as set out in the form; the right-hand column contains useful guidance on its completion.

Please note that questions with * are mandatory fields, which is typically the majority of questions. You will only be able to submit your application for approval by the Host Organisation once all sections of the application form have been marked as complete, and your participants have marked their work as complete (please check the status of participants under the participants tab on the application form summary page). We recommend late applications will not be accepted.

Inviting Participants

To complete and submit the application form, the lead applicant is required to provide supporting statement from up to three individuals (including the Head of Department at the Host Organisation, and two Nominated Referees). A statement from the co-applicant's Head of Department may also be required. These individuals can be invited through the participants tab displayed on the application form summary page. Under this section of the form you will find each of the required participants as described above displayed. Please select invite and enter the e-mail address of the person who you wish to invite to provide the relevant statements, and send the invitation. Once the recipient has accepted your invitation, their status will be displayed as 'active'. Upon completion of their section of the application form, their status will be displayed as 'complete'. **You will not be able to submit your application form to your host institution for approval until the status of all participants' shows 'complete'**. It is the applicant's responsibility to ensure that all supporting statements have been provided with plenty of time ahead of the deadline to ensure the application can be approved by your host organisation. You can monitor the progress of your participant's activity through this section of the application form and issue reminders as required. Once participants have completed all their sections, please remind them to select 'Save & Submit' on the application form page or 'Submit your contribution' on the summary page – otherwise you will not be able to submit your application to your host institution for approval.

Please check which email address the Head of Department and Referees would like you to use as they may already be registered with a user account on Flexi-Grant®. It is important that you enter the correct email addresses when inviting the Head of Department to support your application, as an email will be sent automatically from Flexi-Grant® to these individuals with instructions for viewing your application and providing their support. Any mistakes in the email addresses supplied will delay the progress of your application.

The Research Support role displayed under the participants tab is an optional role, which allows you to invite an individual from the relevant UK Host Organisation research support team to review and amend the application prior to submission. The primary purpose is to ensure that the requested finances have been recorded correctly for this specific grant programme.

As this is an optional role, it will not affect your ability to submit your application for approval. However, if you have invited a Research Support role they must make their work as complete in order for you to be able to submit your application.

Please bear in mind it is the responsibility of the applicant(s) to:

- Inform the Head of Department(s) and Referees of the deadline
- Liaise with the Head of Department(s) and Referees to ensure that they have received their invitation with instructions to participate in completion of your application, as no provision is made for non-receipt of these automatic emails.
- Keep track of the progress of Head of Department(s) and Referees completion status on your application summary page. You can issue a reminder email through the participants tab on your application summary page.

If the instruction email from the Royal Society's Flexi-Grant system has not been received please:

- a) Double check the accuracy of the email address supplied on the application form
- b) Advise the intended recipient to check their spam filters/junk folders
- c) Contact the Royal Society with an alternative email address for the recipient

The Royal Society will not be held responsible for automated emails that are not received due to address errors or spam filters.

Further guidance and support can be found through the [applicant and approver knowledge base](#).

Please read these guidance notes carefully as you complete the form.

Summary	
Summary table	<p>The summary page of the application form provides instructions for submission of your application for approval from the Host Organisation. In addition, you are provided with an overview for each section of your application form, including the approximate length of time it will take to complete each section.</p> <p>The summary page also allows applicants to manage and invite participants (eg. Head of Department and Nominated Referees etc) who are required to contribute to the application form. Instructions for inviting participants can be found under the 'participants' tab on the application summary page.</p> <p>Note: you will only be able to submit your application for approval by the Host Organisation once all sections of the form have been completed.</p>

Eligibility Criteria	
Eligibility Criteria*	Confirm that you meet the eligibility criteria. Details of the eligibility criteria can be found on page 2.

Contact Details	
Title, Names, address, organisation and country*	<p>Review and complete your personal details accurately. Errors in this section can cause difficulties in processing your application.</p> <p>Under this section, you should edit the contact type of the participants who will partake in your application form. The system default contact type is set as 'collaborator'. To amend the contact type of your Head of Department, click 'edit', and under the contact type field, select the 'Head of Department'.</p> <p>Organisation: this table will automatically display details of the intended Host Organisation 'marked by a tick' which you selected previously, and your current organisation if different from the organisation where the award will be held and administered.</p>
Email address*	This field defaults to the account in which the application has 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.

Lead Applicant Career Summary/Co-applicant Career Summary	
General Information	<p>In line with the objectives of the APEX Awards scheme (page 1) each application must have at least one co-applicant who is required to complete the section 'Co-applicant Career Summary (1)'.</p> <p>In addition to the co-applicant (individual with significant input/contribution to delivering the proposed research project) applicants can note collaborators that will contribute to the project.</p> <p>Information about how to invite a co-applicant to add their details to your application can be found on page 4. Any participants you invite must mark their work as complete once they have completed their contribution to the application form.</p> <p>In cases where (justified) there are multiple co-applicants (for example a 2nd co-applicant) the lead applicant must initially invite them as collaborators and then change their status to co-applicant.</p>
Full name *	Please enter your full name, including title (Co-applicant only)
Title of Current Position*	Please give the title of your current position. Include information regarding current position type and position length i.e. lecturer, reader.
Current Employer*	State the organisation name of your current employer (e.g. University of ABC).
Current Department*	State your current department.
Current Position Start Date*	State when your present contract or other support started.
Current Position End Date*	State when your present contract or other support is expected to finish.
Full Time Equivalent*	Please state the full-time equivalent of your current contract.
PhD Award Date*	Please provide the date when you received formal notification of your PhD thesis being accepted in its final form.
Personal Statement*	<p>Please provide a personal statement about your research career to date including prizes and achievements and your career and research aspirations in the long term.</p> <p>Please ensure that it includes information about your achievements in making your research more accessible to non-specialist audiences.</p> <p>For the co-applicant's personal statement: clear information should be provided about your role and input into the proposed project.</p> <p>Plain text only 500 words</p>
Collaborator (lead applicant only)	<p>Please provide statements from any collaborators which includes information about their career to date, including prizes and achievements. This should also include the title of their current position and host organisation and their contact details. Clear information should be provided about their role and input into the proposed project.</p> <p>Please upload a statement from each named collaborator.</p>

	<p>PDF file One side of A4 only, in portrait orientation. If the page length is exceeded the text will be truncated by the Society. Please do not use a text size smaller than Arial 10 and make sure the document is titled.</p>
Career History*	<p>Please provide a full list of your appointments since your PhD in reverse chronological order stating if part-time (and percentage part-time) when necessary.</p> <p>You are not required to include prizes and achievements in this section; this can be included in the Personal Statement field.</p> <p>Note: You can retrieve your career history information from your profile to complete this section of the application form using your ORCID identifier.</p>
Qualifications*	<p>Please list all your qualifications in reverse chronological order.</p> <p>Note: You can retrieve your qualification information from your profile to complete this section of the application form using your ORCID identifier.</p>
List your Key and/or Relevant Publications*	<p>Please provide a full list of publications in reverse chronological order. State 'None' or give particulars. If appropriate, give the publisher or URL, including any password, where each publication may be obtained.</p> <p>Most significant publications - Please identify with asterisks up to 3 publications which you consider to be most significant and your contributions.</p> <p>Your list should have two sections: (i) refereed papers in primary journals, (ii) contributions to symposia and compiled volumes (refereed only).</p> <p>Publications arising from large collaborative programmes – Clearly specify the exact role and contribution made towards large collaborative research programmes that have resulted in multi-authored publications.</p> <p>Do not include publications or articles that are in draft, only submitted for publication or have not been peer reviewed. The selection panel have specifically requested that these should not be included.</p> <p>If your field of research differs in any way from normal conventions, e.g. lead author, first author, and publications in journals being the main gauge of success, please provide a brief explanation at the top of your publication list.</p> <p>Note: You can retrieve your publications from your profile to complete this section of the application form using your ORCID identifier.</p>
Applicant Research Funding* (lead applicant only)	<p>Please detail any past, current and pending research grants or other sources of research support. Please give particulars (type of award, value and title of research).</p> <p>Note: You can retrieve your information from your profile to complete this section of the application form using your ORCID identifier.</p>

Research Proposal	
Project Title*	Please give the full title of your proposed project.
Keywords*	Provide 5-10 keywords which could be used to identify your research. This will aid with identifying the most appropriate peer reviewers.
Subject Area*	Please select the Academies your proposed research falls within and the subjects that most closely reflect your areas of research.
Rationale & Motivation*	<p>Please state your research question and provide a brief statement explaining why the proposed interdisciplinary research question or hypothesis is significant and novel; and how your proposed research will address this and be potentially transformative.</p> <p>Plain text only Maximum of 250 words</p>
Lay Summary*	<p>Please provide a lay summary of your proposed research project including a description of the experimental methods and techniques you will be using. You should explain why you have chosen to work in this subject area, why this project is suitable for the objectives of this scheme and what it is about your proposed research that you find particularly exciting, interesting or important. If relevant please also explain the potential impact or wider benefits to society of your research and address any inherent risks in pursuing this project.</p> <p>The lay summary should be concise, free of jargon and understandable by a lay person. Acronyms should be defined when they are first introduced. Please bear in mind when writing your summary that your application will be reviewed by a cross-disciplinary generalist panel and therefore the panel place a lot of emphasis on the lay summary.</p> <p>Plain text only Maximum of 250 words</p>
Research Proposal*	<p>Please describe the nature of your proposed research including aims and objectives and a brief plan of the investigation. You should include a clear description of the experimental methods and techniques you will be using for each, different subject area covered. Please indicate the milestones/time-scales for the various components. You should also include a description of how your proposal meets the objectives of the scheme and demonstrate how your proposal is innovative</p> <p>Indicate what results you expect from the research, such as:</p> <ul style="list-style-type: none"> • Potential impact and outputs – significance of key advances, potential impact on other research. • Potential outputs such as – further/additional research funding from other sources, future developments beyond the lifetime of the project and provision of training and career progression of research staff. • Any potential benefits to society such as commercially exploitable results. <p>Please also bear in mind that, although it is intended that your application will be viewed mostly on screen, there may be occasions when your application has to be photocopied in black and white. Consequently, illustrations and photographs with fine detail or in colour are best avoided.</p>

	<p>PDF file Three sides of A4 only, in portrait orientation. If the page length is exceeded the text will be truncated by the Society. Please do not use a text size smaller than Arial 10 and make sure the document is titled.</p> <p>When uploading PDFs, add your name and a heading to the top of every page. Please ensure that there are no security settings activated on uploaded PDFs and avoid uploading documents containing illustrations with fine details or colour, as this can cause problems when creating a PDF of the application. Please note we will only print applications in black and white.</p> <p>Plain text only Maximum 1500 words</p> <p>When entering plain text, avoid using symbols as some may not be accepted by Flexi-Grant®. 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.</p>
Host Department	Please provide the name of the proposed department at your Host Organisation where you will hold the award. Please enter the official name (e.g. <i>School of Chemistry</i> rather than <i>Chemistry</i>)
Start Date*	This must be between 01/09/2020 – 01/11/2020.
End Date*	Please complete the date in DD/MM/YYYY format. Note the maximum time permitted is 24 months.
Need for teaching relief*	<p>If you require relief from all, or a proportion of, your teaching and administrative duties, please give details of your current duties and why relief is required. Give precise details of your current administrative and teaching duties (e.g. contact hours and preparation hours) in an average week. Please state how much of your time you currently dedicated to research and quantify how much additional time would be available for research should you be awarded.</p> <p>Please note, this information will need to be confirmed by your Head of Department in their accompanying statement of support</p> <p>If requesting teaching relief for the co-applicant please provide information here, for example details of your current duties and why relief is required. A statement from the co-applicant's Head of Department is required if requesting teaching relief for the co-applicant.</p>
Expression of interest for additional public engagement funding*	<p>Successful applicants will be invited to separately apply for up to £10,000 to create and lead public engagement projects linked to their APEX award. These applications will be assessed independently by a Public Engagement Panel. Please indicate whether you would be interested in applying.</p> <p>Note: Do not enter any details of a future Public Engagement proposal or associated costings to this application. This application will be assessed entirely on its scientific merit and any future Public Engagement proposal will be part of a separate application process and will be assessed by a different Panel.</p>

<p>Outline of Data Management and Data Sharing Plan*</p>	<p>The Society supports research as an open enterprise, and is committed to ensuring that data outputs from research supported by the Society are made publicly available in a managed and responsible manner, with as few restrictions as possible. Data outputs should be deposited in an appropriate, recognised, publicly available repository, so that others can verify and build upon the data, which is of public interest. To fully realise the benefits of publicly available data they should be made intelligently open by fulfilling the requirements of being discoverable, accessible, intelligible, assessable and reusable.</p> <p>The Society does not dictate a set format for data management and sharing plans. Where they are required, applicants should structure their plan in a manner most appropriate to the proposed research. The information submitted in plans should focus specifically on how the data outputs will be managed and shared, detailing the repositories where data will be deposited. In considering their approach for data management and sharing, applicants should consider the following:</p> <ul style="list-style-type: none"> • What data outputs will be generated by the research that are of value to the public? • Where and when will you make the data available? • How will others be able to access the data? • If the data is of high public interest, how will it be made accessible not only for those in the same or linked field, but also to a wider public audience? • Specify whether any limits will be placed on the data to be shared, for example, for the purposes of safeguarding commercial interests, personal information, safety or security of the data. • How will datasets be preserved to ensure they are of long-term benefit? <p>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.</p> <p>Plain text only Maximum of 200 words</p>
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<p>Use of Animals</p>	
<p>Use of Animals in Research*</p>	<p>The Royal Society is committed to supporting the development of alternative methods to reduce and/or replace the use of animals in research. Applicants proposing to use animals in their research must ensure that the use of animals falls within the regulations stipulated in the Animals (Scientific Procedures Act) 1986 and subsequent amendments. Additionally, applicants should continually be aware of developments in best practice, and adopt the principles of the <u>3Rs</u> (nc3rs.org.uk/the-3rs) when designing and conducting experiments on animals.</p> <p>As a funder of research, the Society takes its responsibilities towards the UK Animals (Scientific Procedures Act) 1986 seriously, and requires applicants to consider the questions below when preparing grant applications that include the use of animals.</p>

Does your proposal involve the use of animals or animal tissue?*	Select 'Yes' or 'No'. If you have selected 'Yes' it is mandatory to complete all of the relevant questions on the Use of Animals in Research page.
Experimental Design Assistant	
<p>The Royal Society recommends that applicants use the Experimental Design Assistant (EDA), which is a free resource from the NC3Rs to support researchers in the planning of animal experiments. This will help to facilitate robust study design and reliable and reproducible findings.</p> <p>The EDA helps applicants build a machine-readable diagram representing their experimental plan, following capture of their methodology, and allows the applicant to then generate a PDF report which provides a transparent description of the experimental design in a standardised format, which can be uploaded to the application form.</p> <p>Please note: Applicants who choose to use the EDA, and subsequently uploads the EDA report to the application form, are advised to enter see report or n/a into any question fields within this section of the application form that have already been captured in the EDA report, to avoid any duplication.</p>	
Use of Human Patients or Tissue	
Any application for a research proposal 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 provided in English.	
Does your proposal involve the use of human patients or tissue?	Select 'Yes' or 'No'. If you have selected 'Yes' it is mandatory to provide either a certificate or letter, as proof that ethical permission has been, or will be, obtained. Please upload the file as a PDF in portrait orientation.
Financial details	
General information	<p>The Academies will fund 100% of the salary, and research expenses. (subject to restriction outlined below). Please note directly allocated and indirect costs under the full economic costs model (FEC) are not covered on this award.</p> <p>Applicants must consult with the appropriate financial administrators before completing these details.</p> <p>Costs may be requested for the co-applicant; however the award will be awarded to the lead applicant, and administered by the lead applicant's Host Organisation. If requesting costs for the co-applicant, as well as the justification, a statement from their Head of Department is required.</p> <p>Please ensure that no indexation is added to these costs.</p>
Directly incurred costs	These are costs that can be explicitly identifiable as arising from the award. The university must have an auditable record for these costs.

Basic salary	Basic Salary refers to the cost to the university of relieving you of all, or a proportion of, your teaching and administration duties. This can be up to the equivalent of the minimum point on the lectureship scale as paid by the host university. FEC will not be paid. Costs may be requested for the co-applicant. No other salaries can be requested as part of this award.
London Allowance	Where appropriate, and if not included in basic salary, please give details of any London weighting allowance.
On costs	Please indicate the funding required for employers on costs e.g. employer's National Insurance contributions and employer's pension contributions. On costs refers to the cost to the university of relieving you of all, or a proportion of, your teaching and administration duties. This can be up to the equivalent of the minimum point on the lectureship scale as paid by the host university. FEC will not be paid.
Research expenses	No more than 25% of the total requested amount may be used for associated research costs. These can include consumables, equipment and collaborative travel.
Consumables	Funding for essential consumables may be requested.
Other research expenses	Please describe and then justify any amounts entered under 'Other Expenses' in the table(s) below.
Animal purchases	Funding for animal purchases may be requested but should be fully justified in section 6 of the application form.
Animal maintenance	Funding for animal maintenance may be requested but should be fully justified in section 6 of the application form.
Travel	Travel costs should be based on the most suitable and economical form of travel. Costs for attendance at conferences may be included, where attendance will be of direct benefit to the research and the collaboration.
Equipment	Funding may be requested for the purchase of specialised equipment.
Justification*	Please fully justify all claims for research expenses by referring to each budget heading. Note any relevant scheme restrictions. Funding will not be awarded without justification. Plain text only.

Applicant Declaration

Please declare that:

- You have read the Terms and Conditions of Award under which the APEX Awards are awarded and, if a grant offer is made, you agree to abide by them.
- You have access to the necessary facilities to enable you to deliver the research proposed, and will continue to have access to the facilities for the duration of the project.
- You have agreed with your Head of Department that you will be afforded sufficient time and resources to deliver the research project as described in this application.
- You consent to information regarding your application for a Royal Society Research Grant being shared as set out in the 'Use of Application Data' section in the scheme notes.

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Departmental support	
Head of Department *	<p>You should invite the Head of Department at your Host Organisation to provide a statement of support by following the instructions under the participants tab on the application form summary page. Please check that they are able to supply their statement in advance of 15:00 UK time 26 November 2019. You will not be able to submit your application for approval from your institution until the references have been completed.</p> <p>Check which email address your Head of Department would like to use, as they may already be registered on Flexi-Grant® and mistakes may lead to a delay in processing your application.</p> <p>The Head of Department is expected to detail your suitability for the award and also confirm your need for teaching relief.</p> <p>If you are the Head of Department then an alternative referee is required to supply the reference, e.g. Deputy Head or Head of School</p> <p>If you are requesting costs for the co-applicant then a statement of support from the co-applicant's Head of Department is required.</p>

Nominated referees	
Two personal referees*	<p>You should invite two referees who can provide confidential references for your application, by following the instructions under the participants tab on the application form summary page. Please check with them that they are happy to provide the references, and inform them that they will be contacted by email and asked to provide references via the Flexi-Grant® system in advance of 15:00 UK time 26 November 2019. You will not be able to submit your application for approval from your institution until the references have been completed.</p> <p>At least one referee should be someone who has worked closely with you, but the other must be external to your current research group. You should not choose both referees from your proposed host organisation, and if possible, one should be an international referee. Your named Head of Department cannot be listed as a referee.</p>

4. Review process

All eligible proposals submitted are initially reviewed by two members of the APEX Awards Panel who have the most appropriate expertise. Following initial assessment, a shortlist is drawn up, with shortlisted proposals subject to high quality peer review. Following completion of independent peer review, proposals are re-assessed by the two panel members assigned to the proposal, and a final shortlist for discussion at the panel meeting is drawn up with oversight by the Chair. It is expected that applicants will be notified of the outcome of their application by email by the end of July 2020.

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

5. Enquiries

If you have any enquiries about the submission of your application or about the Flexi-Grant® process, please contact the UK Grants Team, The Royal Society, 6-9 Carlton House Terrace, London, SW1Y 5AG. Email: apex@royalsociety.org. Tel: 020 7451 2568.

Appendix 1: Application Submission Process Flow Diagram

