Newton International Fellowship Scheme 2022

The following scheme notes set out the eligibility and application process of the British Academy Newton International Fellowship. Please read through the entire document before proceeding with an application.

Contents

Overview

<u>**Background**</u>

The Newton International Fellowship 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. Newton International Fellowships are made available by the British Academy and Royal Society, and are funded by BEIS.

<u>**Aims of the Scheme**</u>

This scheme focuses on early career international researchers. The aims of this scheme are as follows:
- 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.
- To ensure the best postdoctoral researchers across all relevant disciplines from around the world are supported in the UK.
- To 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 includes 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.

<u>**Subjects Covered**</u>

Research must be within the British Academy's remit of Humanities and Social sciences, for a full list, please see the table below.

British Academy
Classical Antiquity
Theology and Religious Studies
Africa, Asia and the Middle East
Linguistics and Philology
Early Modern Languages and Literatures to 1830
Modern Languages, Literatures and Other Media from 1830
Archaeology
Medieval Studies
Early Modern History to 1850
Modern History from 1850
History of Art and Music
Philosophy
Law

Economics and Economic History
Anthropology and Geography
Sociology, Demography and Social Statistics
Political Studies: Political Theory, Government and International Relations
Psychology
Culture, Media and Performance
Education
Management and Business Studies

If there is any doubt about the eligibility of a project, contact the Research Funding team at overseas@thebritishacademy.ac.uk.

Applicants for the natural sciences apply to the Royal Society.

Value of Funding and Support Provided

Approximate number of Fellowships offered: 12

Funding will consist of:
- £30,000 per annum for subsistence costs
- up to £8,000 per annum for consumables
- a one-off payment of up to £3,500 for relocation expenses in year one only
- contribution towards the cost of dependents' (partner and children only) visas required to relocate to the UK
- a contribution will also be made to enable the UK host institution to host a Fellowship; this will be equal to 50% of the award (excluding the additional funding for dependents' visas).

<u>**Contribution to UK Host Organisation**</u>
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 award (i.e. up to £39,750 over 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 £41,500 in the first year (£30,000 + £8,000 + £3,500), the contribution to overheads is £20,750; therefore, the overall award value in the first year is £62,250. In the second year of the fellowship, if the award value is £38,000 (£30,000 + £8,000), the contribution to overheads is £19,000. This would mean a total award maximum value of £119,250 over the two years of the fellowship. Newton International Fellows will not have access to overheads funding. The host organisation will not receive an overheads contribution for any extra funding awarded for dependents' visas.

<u>**Expectation of the UK Host Organisation**</u>
It is expected that your host organisation gives you the necessary departmental and institutional support to complete your Fellowship successfully, including adequate office and laboratory space and access to essential equipment, software and facilities. Newton International Fellows should be appointed on terms that are no less favourable than those of comparable posts in the host organisation.

Duration and Start of Fellowship

Fellowships are expected to commence by the 31st March 2023.

Awards cannot start before the 1st October 2022. A start date of the first of the month is preferred. Fellowships will be for held for two years on a full-time basis.

Flexibility during the Fellowship: The Newton International Fellowship is a flexible award. It can be held on either a full-time or on a part-time basis (minimum 0.6FTE) for caring responsibilities. There is also provision for maternity, paternity, shared parental leave, adoptive or extended sick leave as well as financial support for childcare costs that arise from attending conferences etc.

Global Talent Visa

British Academy Newton International Fellows requiring a visa to work in the UK are eligible to apply for a Global Talent Visa under the Fast-tracked process of endorsement. In line with the highly prestigious nature of the award, the Global Talent visa route is designed for people who are internationally recognised as potential leaders and enables the holder to be both adaptable and flexible during their research in the UK. Further details can be found on the British Academy's website https://www.thebritishacademy.ac.uk/international/global-talent-visas/ .

Alumni Follow-on funding

British Academy Newton International Fellows may also be eligible to receive Alumni follow-on 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 towards the end of the Fellowship.

Eligibility

Applicant Eligibility

- 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 seven years active full-time postdoctoral experience at the time of application, including teaching experience, time spent in industry on research, 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".
- 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.
- Individuals already living, working or undertaking research in the UK are **not** eligible to apply.
- Individuals who have lived, worked or undertaken research in the UK in the 12 months prior to the application deadline 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-based PhD organisation and/or PhD supervisor or to their Post-doctoral 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 duration of the Fellowship.
- Applicants must be competent in oral and written English. The applicant must confirm their competency on the application form and the UK Co-applicant needs to include the applicant's competency in their supporting statement.
- Individuals who have previously been in receipt of a Newton International Fellowship are not permitted to apply again.
- Applicants who have been unsuccessful in a previous round of the competition may make another application in this round.

The Academy appreciates that there are diverse research career paths and understands the challenges of managing a research career alongside other personal commitments. When reviewing applicants' eligibility and research experience, the Academy consider time spent outside the research environment (e.g. time away due to personal reasons such as maternity, paternity, shared parental and adoptive leave or other caring responsibilities; ill-health, or working in a non-research environment/role such as industry). Furthermore, where applicants have taken formal periods of maternity, paternity, shared parental and adoptive leave as the primary carer (either the mother, father, partner or adopter), or extended sick leave, the Academy will allow an additional amount of time on top of each period of leave when assessing eligibility. Each case will be considered individually as per guidelines below:

- Maternity, paternity, shared parental leave and adoptive leave: Under the terms of a Newton International Fellowship, award-holders are entitled to take the full period of maternity, paternity, shared parental and adoptive leave as defined in the UK host organisation's standard organisational policy. A fully-funded extension will be added to account for any time lost within the original period of the fellowship. During the period of leave, the Academy will suspend the award and transfer no funds to the Host Organisation. On return, the Academy will make a payment equivalent to the subsistence payments that would have arisen for the duration of the leave at £2500 per month of until the original end date of the Fellowship, whichever is first. Award-holders may choose to stay in the UK during the period of leave, or to return to their home/third country.

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  Example 1: Award-holder takes leave during first year of the Fellowship for a period of 6 months – Academy will pay subsistence for the 6 months, and the award end date will be extended by 6 months.
  Example 2: Award-holder takes leave during the second year of the Fellowship for a period of 12 months, of which 4 months extend beyond the original end date of the award – Academy will pay subsistence for the 8 months that fell up to the original end date and nothing for the 4 months that fell beyond the original end date, and the award end date will be extended by 12 months.

- Extended sick leave (defined as more than four weeks off work, as per UK Government's definition): In addition to the actual time taken off work, an additional amount of time equivalent to 100% of the duration of leave taken will be added on top, for up to 6 months. As with parental leave cases will be considered individually and the host institution may need to confirm that the applicant qualifies for this provision. Supporting documents may be requested at the Academy's discretion. The Academy reserves the right to consider individual requests outside of the outlined policy in exceptional circumstances.

Support to applicants with disabilities: The British Academy welcomes applications from early career researcher with disabilities and provides adjustments to ensure that they can participate fully in the selection process. If you need an adjustment when accessing the application form or for any other part of the application process, please contact the Research Funding team on overseas@thebritishacademy.ac.uk.

Adjustments can include but not limited to:
- Extension of the deadline;
- Additional support to complete the application form;

The Research Funding team will be pleased to answer questions about eligibility and/or points covered in this section.

UK Co-applicant Eligibility

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

Host Organisation Eligibility

Eligible host organisations are a university or not-for-profit research institution. Ineligible organisations include industrial, private and commercial organisations, university spin-out companies, and governmental bodies.

Prior contact with the UK Co-applicant

- Contact between the UK Co-applicant 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 British Academy will not be able to assist in locating a UK Co-applicant**.
- Applicants may only submit one application in a round. The application must be with only one Co-applicant at a UK host organisation.

Eligible 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".

Eligible Costs

Subsistence

The annual subsistence rate is fixed at £30,000. Payments to Newton International Fellowship holders are paid as a stipend and do not constitute a salary. The subsistence can be spent on any living cost at the discretion of the Fellow.

Consumables

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 consumables, 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 £3,500 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. A health surcharge was introduced by the UK Government under the 2014 Immigration Act for non-exempt persons, which from October 2020 is £624 per year; this also applies to dependents. This expense can be covered under the relocation expenses costs of the Fellowship. Additional funding is available to cover the cost of dependents' visas. More information is available at the point of being offered an award.

Ineligible Costs

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

Payments

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

Assessment Criteria and Review Process

Assessment Criteria

The primary considerations are listed below. Successful applications should be strong in all respects:

Applicant

The suitability of the individual for the fellowship and their potential to develop an independent research career. Track record commensurate with actual research experience to date including past achievements, research career to date, publication record, awards, datasets held in repositories, software, keynote lectures and current and previous grants; how the candidate intends to use the fellowship to further their research career.

Research Proposal

The importance and scientific merit of the proposed research and the clarity, quality and originality of the proposed project and likely contribution to the research field. If the research plan is clearly defined and feasible.

Host Organisation/Co-applicant

The suitability and strength of the UK Co-applicant including their track record in the area of proposed research as well as in supervising and mentoring early career researchers.

The suitability and strength of the host department and/or institution for the proposed research i.e. access to appropriate expertise/equipment/facilities/resources and space during the award period as well as the suitability of the host organisation for the applicant's career development e.g. appropriate level of support and training opportunities.

Review Process

All applications to the Newton International Fellowships are reviewed and assessed by two relevant assessors' who have the most appropriate scientific expertise using the criteria detailed above.

The subject tags you select on your application play a vital role in matching your application with appropriate reviewers, so it is extremely important to select only the most relevant subject tags on your application.

Please be assured that the British Academy specifically requests anyone involved in reviewing applications to consider them in confidence. More information on the Review Process can be found in Appendix 1.

All applicants will be notified of outcomes via email.

Timetable

Opening date	Monday, 24 January 2022
Closing Date	Wednesday, 16 March 2022, 5:00 PM (UK Time)
Expected results	July 2022

References and Participants

To complete and submit the application form, the lead applicant is required to provide supporting statements or references from 5 different individuals. The following individuals must be included:

1. Departmental support
   - Head of Department at the UK host institution (The Head of Department is expected to detail your suitability for the department and the intentions for your career development, as well as confirmation that you will be provided with adequate space and access to resources at the Host organisation.

      Heads of Departments must confirm that the host organisation will give the fellow the necessary departmental and institutional support to complete their Fellowship successfully, including adequate office and laboratory space and access to essential equipment, software and facilities,

including that Newton International Fellows will be appointed on terms that are no less favourable than those of comparable posts in the host organisation).

- UK Co-applicant
- Lead Applicant's current supervisor overseas (if the applicant is an independent researcher or in industry please use your direct manager or the most recent academic supervisor, if the applicant is currently unemployed please use your most recent academic supervisor)

2. Two Nominated references
   - It is requested that one referee be nominated by the Applicant and one by the UK Co-applicant.

The guidelines for choosing 2 nominated referees are as follows:
- The primary consideration is that they are 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.
- It is requested that one referee be nominated by the Applicant and one by the UK Co-applicant.
- **At least one nominated referee must be based in the UK.** A UK-based researcher is defined as someone who holds a permanent or fixed term contract at a UK research organisation.
- **Nominated referees from the same institution as the Applicant or Co-applicant 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 programme or a member of the British Academy's Council.
- 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.
- No two references can be from the same person. If this is the case the application will be made ineligible.

These individuals can be invited through the 'participants' tab displayed on the application form summary page, where you will find each of the required participants as described above.

Please select 'invite' and enter the e-mail address of the person you wish to invite to provide the relevant statements and send the invitation.

The recipient will need to accept your invitation before they can participate in the application.

You can monitor the progress of your participants' activity through this section of the application form, and issue reminders as required. 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 until the status of all participants shows 'complete'.

Please note that once an applicant submits an application on Flexi-Grant®, it is then directed to the designated Approver for the UK Host Organisation at which the applicant has applied to host an award. It is recommended that referring and supporting participants fulfil their requirements **at least 5 working days** before the

submission deadline (Wednesday, 16 March 2022) to ensure there is sufficient time for organisational approval. The UK Host Organisation approver must approve the completed application by the submission deadline.

It is the applicant's responsibility to liaise with the nominated referees, the UK Host Organisation's Approver and the Heads of Department to ensure that the required tasks are completed by the deadline. Please contact the British Academy before the deadline if there is any issue. Alternatively, the UK Host Organisation's Approver, the Heads of Department, and the nominated referees can contact us directly. The British Academy will not be held responsible for emails that are not received due to address errors or spam filters and no provision is made for non-receipt of emails sent by the British Academy.

Once participants have completed all their sections of the application form, please remind them to select **'Save & Submit'** on the application form page or select '**Submit your contribution'** on the summary page.

Re-opening the Application form to Participants

On the occasion that an invited participant accidentally submits their section of the application form prematurely, the Lead Applicant has the ability to re-open the application form for the participant. To do this, the Lead Applicant should return to the Participant tab on the application form summary page. You will find a 're-open' button alongside the name of any participant who has completed their section of the form. Once you click this button, the form is reactivated and available for participants to amend.

Research Support Role

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.

Additional system guidance can be found in the 'Systems Guidance Notes' Section.

Contact information

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.

For British Academy enquiries email: overseas@thebritishacademy.ac.uk.

For Royal Society enquiries email: info@newtonfellowships.org or telephone +44 (0)207 451 2666. (please read Royal Society Scheme Notes)

Please quote your application reference number in all correspondence to the British Academy.

Use of Data

Please note that information regarding your application for a Newton International Fellowship may be shared with the Department of Business, Energy and Industrial Strategy (BEIS) and for 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 British Academy 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 and or an agent acting on their behalf, for reporting and evaluation purposes throughout the course of your funding and after its completion.

System Guidance Notes

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

Using Flexi-Grant ®

Applications can only be submitted online using the British Academy's Grants and Awards management system (Flexi-Grant®) via https://britishacademy.flexigrant.com/. Further information about the Grants and Awards Management system can be found via https://www.thebritishacademy.ac.uk/funding/flexi-grant. 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.

All applications must be approved by the UK Host Organisation and the applicant's departmental support must be completed before you can submit via Flexi-Grant®. Late applications will not be accepted.

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
Research Proposal
Eligibility Criteria
Contact Details
Lead Applicant Career Summary
UK Co-applicant Career Summary
Financial Details
Applicant Declaration
Nominated Referees Support
Head of Department Support (of the UK Co-applicant)
Lead applicant's Supervisor Support

A full list of question fields to be completed as part of the application can be found in the Question Guidance in Section 9.

Participants

To complete and submit the application form, the lead applicant is required to provide supporting statements from five different individuals (including the UK co-applicant's Head of Department, two nominated referees, the Lead applicant's supervisor and the UK co-applicant).

These individuals can be invited through the 'participants' tab displayed on the application form summary page, where you will find each of the required participants as described above.

Please select 'invite' and enter the e-mail address of the person you wish to invite to provide the relevant statements and send the invitation.

The recipient will need to accept your invitation before they can participate in the application.

You can monitor the progress of your participant's activity through this section of the application form, and issue reminders as required. 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 until the status of all participants' shows 'complete'.

Once participants have completed all their sections of the application form, please remind them to select 'Save & Submit' on the application form page or select 'Submit your contribution' on the summary page.

It is recommended that Participants fulfil their requirements **at least 5 working days** before the submission deadline (**Wednesday, 16 March 2022)** to ensure there is sufficient time for organisational approval. The **UK Host** Organisation approver must approve the completed application by the submission deadline.

Participant Types

Departmental Support
- The UK Host Organisation approver must approve the completed application by the submission deadline.
- The following individuals must be listed under the Participants tab:
  - Head of Department at the UK host institution
  - Lead Applicant's current supervisor overseas (if the applicant is an independent researcher or in industry please use your direct manager or most recent academic supervisor; if the applicant is currently unemployed please use your most recent academic supervisor)

Nominated References
- Under the participants tab displayed on the application form summary page, please enter the e-mail address of the Nominated Referees who you wish to invite to provide the relevant statements.
- The following individuals must be listed under the participants tab
    - The applicant's Nominated Reference
    - The co-applicant's Nominated Reference

It is the applicant's responsibility to liaise with the UK Host Organisation's Approver, Co-Applicant, Departmental Supports, and the nominated referees to ensure that the required tasks are completed by the deadline. Please contact the British Academy before the deadline if there is any issue. Alternatively, the UK Host Organisation's Approver, Co-Applicant, Departmental Supports, and the nominated referees can contact us directly. The British Academy will not be held responsible for emails that are not received due to address errors or spam filters and no provision is made for non-receipt of emails sent by the British Academy.

Re-opening the Application form to Participants
On the occasion that an invited participant accidentally submits their section of the application form prematurely, the lead applicant has the ability to re-open the application form for the participant. To do this, the lead applicant should return to the 'Participants' tab on the application form summary page. You will find a 're-open' button alongside the name of any participant who has completed their section of the form. Once you click this button, the form is reactivated and available for participants to amend.

Application Approvals

It is the Applicant's responsibility to ensure that approval of the application by the UK Host Organisation is completed before the closing date.

The person responsible for approving your application will be the delegated authority at the **UK Host** Organisation where you are applying to hold your Fellowship. This may be someone within the research office, Faculty administration, Vice-Chancellor, or other administrative or management role.

The approver will be someone with the authority to approve the potential Newton International Fellowship to be hosted within their organisation. They will have the capacity to approve that the proposed research and assure the proposed budget is appropriate and eligible for the Newton International Fellowship.

You will only be able to submit your application for approval by the UK Institutional Approver once all sections of the application form have been marked as complete, and the co-applicant, Head of Department, Nominated Referees and Supervisor have marked their work as complete AND have submitted their section (the applicant must check the status of the co-applicant, Head of Department, Nominated Referees and Supervisor under the 'Participants' tab on the summary page of the application form). Applications submitted after the deadline will not be accepted.

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Question Guidance

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

Note that questions with * are mandatory fields.

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.

Summary	
Summary page	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. The summary page also allows applicants to manage and invite participants (e.g. 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. **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.

Research Proposal	
Project Title *	Give the full title of your proposed project. (Maximum 20 words)
Start Date *	Please enter the proposed start date of the project. Fellowships must commence between 1 October 2022 and 31 March 2023. When indicating a start date please keep in mind potential visa processing times; please note that the outcome will be announced approximately six months after the closure of the round.
End Date*	This must be two years from the start date. The end date must be exactly two years after the proposed start date.
Host Organisation*	Please select the UK organisation where the award will be held from the drop down list.
Subject Group/Area *	Please select the subject group/area(s) that most closely defines the research area of the research proposal from the drop-down menu and tick box options. This will enable us to allocate the application to the most appropriate assessment panel.

Abstract *	Please 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 400 words)
Lay Summary *	Please provide a lay summary of your proposed project. This should be understood by a layperson. 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. If applicable, please also explain the potential impact or wider benefits to society of your research. (Maximum 250 words)
Research Proposal *	You can either detail your research proposal within this application form (Maximum 1500 words), or alternatively upload it as a PDF file. PDF files must be no longer than 3 sides of A4, portrait orientation, be titled and the text size cannot be smaller than Arial size 10. Your research proposal should 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, research objectives and expected outputs of the proposed study; • description of the methodology to be used, including data analysis; • an indication of milestones/timescales
Ethical Issues*	Are there any special ethical issues arising from your proposal that are not covered by the relevant professional Code of Practice? Have you obtained, or will you obtain, ethical approval from your employing institution or other relevant authority? It is not expected that any special ethical issues will arise that are not already covered by relevant professional Codes of Practice. The normal expectation, therefore, will be that applicants should answer the pair of questions with the answers no and no. If there are any special issues arising, but they have already been cleared by approval from a relevant authority, please answer yes and yes. If any special issues arise and approval has not yet been obtained, please answer yes and no, and provide more explanation.
Previous Contact *	Please provide details of any previous contact with the UK-based Co-applicant and indicate whether you have met them previously.
Training Programme*	Training and mentorship are an important part of this Fellowship and must be included as part of the application. Please outline how the host institution will support the career development of the applicant through training and mentoring activities. (Maximum 500 words).
Benefits to Individuals/ Institutions *	Please describe clearly the planned outcomes and any potential benefits that will result from the proposed collaboration for the Applicant and the Co-applicant. (Maximum 200 words)

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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 of the country through enhanced research and innovation capacity to benefit the wider society. (Maximum 200 words).
Benefits to UK *	Describe any potential benefits to the UK and UK research that will result from the proposed Fellowship (Maximum 200 words).

Eligibility Criteria	
Eligibility Criteria *	Please provide confirmation that you meet the eligibility criteria. Details of the eligibility criteria can be found in Section 4 of these Scheme Notes.

Contact Details	
Title, Names, address, organisation and country/territory *	Review and complete your **personal details** accurately. Errors in this section can cause difficulties in processing your application. Errors will not be corrected after submission. Under this section, you should edit the of **contact type** 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'. **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.
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 will be sent. The applicant must therefore commence the application using the login email address used to register a user account on Flexi-Grant®.

Applicant [and UK Co-Applicant] Career Summary	
Full name *	Please enter your full name, including title. **[Co-applicant only]**
Title of Current Position *	Please state the title of your current position. (Maximum 20 words)
Current Employer *	Please enter the official organisation name of your current employer.
Current Department *	Please enter details of your current department (e.g. Department of Chemistry).
Country/Territory *	Please select the country/territory where your current is based. (Lead Applicant only)
Current Position Start Date *	Please enter the date when your current position started.
Current Position End Date *	Please enter the date when your current position is expected to finish. If you are on a permanent contract, please enter 31 December 2050 as your end date.

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Field of Specialisation *	Enter details of your field(s) of specialisation. (Maximum 20 words.)
Summary of Your Current Research *	Provide an outline summary of your current research. Please also include a brief comment on the strength of your organisation. (Maximum 200 words)
PhD Award Date *	Please enter the date that you were awarded your PhD. If you have not received your PhD, please enter your expected completion date.
PhD Institution *	State the name of the institution where you were awarded or are completing your PhD.
PhD Country/Territory *	State the country/territory in which you were awarded or will be awarded your PhD. (Lead applicant only)
Applicant Career History *	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. 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 provide full details of any periods of part-time working, career breaks, extended sick leave or maternity/paternity/adoptive leave as your eligibility may depend on the accuracy of this information.** **Note:** The British Academy does not currently connect to ORCID so user profiles cannot be brought in automatically to this application.
Applicant Qualifications *	Please list all your qualifications in reverse chronological order. 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. **Note:** The British Academy does not currently connect to ORCID so user profiles cannot be brought in automatically to this application. .
List your Key and/or Relevant Publications *	Please provide details of authors, titles and references 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. If appropriate, give the publisher or URL, including any password, where each publication may be obtained. Your list should have two sections: (i) refereed papers in primary journals, (ii) contributions to symposia and compiled volumes (refereed only). For 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. 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.

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	Most significant publications: Please also identify with asterisks (*) up to 3 publications which you consider to be most significant. **Note:** The British Academy does not currently connect to ORCID so user profiles cannot be brought in automatically to this application.
Applicant Research Funding *	Please list all your current and previous research funding in reverse chronological order. 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. **Note:** The British Academy does not currently connect to ORCID so user profiles cannot be brought in automatically to this application.
UK Co-applicant statement of support	Please provide a statement in support of the application as a PDF on headed paper, that includes your name, title, and contact details. Please detail the Lead Applicant's suitability for the project and also set out the intentions for their career development. **[Co-applicant only]**

Data Management and Data Sharing	

The British Academy supports research as an open enterprise and are committed to ensuring that data outputs from awards supported by the Academy 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.

The British Academy 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 your approach for data management and sharing, applicants should consider the following:
- 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?

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. *(maximum 200 words)*
Overseas Field Research *	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".
Overseas Field Research (Upload only)	Please upload documents related to the following (if applicable): 1. Permission Any mandatory documents that show local support has been assured by way of permission from the government concerned to travel to and work in the country. 2. Collection of specimens

	Any mandatory documents that show: • Specific permission has been obtained from the host country to collect and to export specimens and material • The director of the museum or other decision makers where these specimens will be deposited has indicated his/her desire or willingness to have such specimens and material.

Financial Details	

Budget Table *	The Newton International Fellowship Award will cover subsistence, relocation, and consumables 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 award and will be worked out automatically.
	Payments to Newton 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 full time, although part time working is available at a minimum of 0.6 FTE.
	• Subsistence - The annual subsistence rate is fixed at £30,000. If you enter an incorrect amount this will be changed upon receipt of your application.
	• Consumables - 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 consumables 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 £3,500 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 £3,500 under Year 1, in 'Relocation Costs. **The amount for 'Relocation Costs' must be £0 under Year 2**.
	• Contribution towards costs associated with accompanying dependents visa costs are covered by the Academy and can be applied for at a later stage.
	• Research expenses may **not** be used to pay for:
	    o publication costs;
	    o any personal costs including that of dependents;

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	○ 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 costs' for both Year 1 and Year 2 must be 0**. 'Other costs' will be calculated by the British Academy • Expenses for conferences should be included in the Travel budget. • 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 award for the Fellow. You do not need to include this in the financial details table.
Justification for Research Expenses*	Please fully justify all claims for funding, especially the requests for Research Costs.

Applicant Declaration*
Please declare that: You have read the Terms and Conditions of Award under which British Academy grants 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(s) of Department that you will be afforded sufficient time and resources to deliver the research project as described in this application.

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Nominated Referee Support *

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 by **Wednesday, 16 March 2022**.

- The primary consideration is that they are 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.
- It is requested that one referee be nominated by the Applicant and one by the UK Co-applicant
- **At least one nominated referee must be based in the UK. A** UK-based researcher is defined as someone who holds a permanent or fixed term contract at a UK research organisation.
- **Nominated referees from the same institution as the Applicant or UK Co-applicant 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 British Academy's 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.

UK host organisation Head of Department Support *

You should invite the Head of Department from the UK organisation to provide a statement of support by following the instructions under the 'Participants' tab on the application form summary page. Please check in advance that they are able to supply their statement by **16 March 2022**.

Please 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.
The head of department is expected to detail your suitability for the department and the intentions for your career development, as well as confirmation that you will be provided with adequate space and access to resources at the Host organisation.

If the UK Co-applicant 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.

Current Supervisor Support*

You should invite your current supervisor overseas to provide a statement of support by following the instructions under the **'Participants' tab** on the application form summary page. Please check well in advance that they are able to supply their statement by **16 March 2022**.

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Please Check which email address they would like to use, as they may already be registered on Flexi-Grant ® and mistakes may lead to a delay in processing your application.

No two references provided 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.

Appendix 1: Application and Review Process

Application Submission Process Flow Diagram

ROUND OPENS

Applicants fill in form online via Flexi-Grant®

Departmental and nominated referees submit their support via Flexi-Grant®

Applicant clicks 'Submit for Organisational Approval' button

UK Host Organisation's approver submits their approval via Flexi-Grant® → Non-submissions: Rejection

ROUND CLOSES
Final submission to The British Academy by **16 March 2022 17:00 UK time**

Application is checked for eligibility and provision of support from Departmental and nominated referees → Ineligible: Rejection for clarity

Eligible: Application enters selection → Not offer: Unsuccessful

Offer: AWARDED

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