

# APEX Awards Scheme Notes

The following scheme notes set out the eligibility and application process for the APEX Awards. Please read through the entire document before proceeding with an application.

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# Overview

## **Background**

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) offer 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.

## **Aims of the Scheme**

The objectives of this scheme 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."

## **Subjects Covered**

**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 - in some cases, creative and professional practice may play a significant role in shaping the methods and/or outcomes of research. In all proposals, whether practice-led or not, a clear scholarly rationale is required for the choice of research methods, processes, and outputs.

**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). For a full list, please see [our guidance page](#).

If there is any doubt about the eligibility of a project, contact the [Grants team](#).

### **Value of Funding and Support Provided**

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

### **Duration and Start of Award**

Awards are expected to commence between 1 September and 1 November 2023.

## Eligibility

### **Applicant Eligibility**

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 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 assurance that the researcher will be permitted to use the institution's facilities during the period of the award and can be released/partially released from teaching duties (if required).

Applications must be within the remit of more than one of the Academies. For example, applications that span the remit of The British Academy and The Royal Academy of Engineering are encouraged but applications which are within the remit of just one Academy will not be permitted.

Applicants may only submit one application per round.

The Royal Society recognises that diversity is essential for delivering excellence in science, technology, engineering and mathematics (STEM). The Society wants to encourage applications from the widest range of backgrounds, perspectives and experiences to maximise innovation and creativity in science for the benefit of humanity. We regularly review and revise processes to help ensure that all talented applicants have an equitable chance to succeed as per the assessment criteria. This includes ensuring all panel members are briefed on unconscious bias in decision making as part of our assessment process.

Please see the FAQs for further guidance. Enquiries about eligibility can be made to [apex@royalsociety.org](mailto:apex@royalsociety.org)

### **Host Organisation Eligibility**

Applicants must be based in either a UK University or not-for-profit research organisation for at least the duration of the project.

### **Eligible Costs**

**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 of (particularly for applications of £50,000), 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.

## Assessment Criteria and Review Process

### **Assessment Criteria**

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.

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

### **Review Process**

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. In addition, applicants should ensure that they provide complete referencing of any grant funding or publications that might affect their application.

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 and will be subject to the same selection

process. Public engagement activities will not be assessed by the APEX Awards Panel, they will be assessed independently by a Public Engagement Panel following a separate application round for successful APEX Award holders.

### 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](https://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 always be treated confidentially.
- 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.

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 Royal Society 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     | Wednesday, 07 September 2022          |
| Closing Date     | Wednesday, 02 November 2022, 12:00 AM |
| Expected results | July 2023                             |

# References and Participants

To complete and submit the application form, the Lead Applicant is required to provide supporting statements or references from four individuals. References provided by the following individuals must be included:

- Head of Department
- Co-applicant's Head of Department
- Nominated Reference

**It is the Applicant's responsibility to liaise with the Host Organisation's Approver, the Heads of Department, and the nominated referees, to ensure that the required tasks are completed by the deadline. Please contact the Royal Society in advance of the deadline if there are any issues. Alternatively, the Host Organisation's Approver, the Heads of Department, and the nominated referees can contact us directly. The Royal Society 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 Royal Society.**

The guidelines for choosing a nominated referee 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 independent 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.
- One nominated referee must be based in the UK and one must be international.
- One referee should be nominated by the Applicant and the other by the Co-applicant.
- 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 Royal Society'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, then it may make the application ineligible.

We recommend that referees and supporting participants fulfil their requirements **at least 5 working days** before the submission deadline (Wednesday, 02 November 2022) to ensure there is sufficient time for organisational approval. The Host Organisation approver must approve the completed application by the submission deadline.

## How to Invite Participants to your Application:

- Referees and other participants 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'.
- **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.**

**You will not be able to submit your application form until the status of all participants' shows 'complete'.**

### **Re-opening the Application form to Participants**

In the event 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.

### **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 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 'System 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. If not, please email [apex@royalsociety.org](mailto:apex@royalsociety.org) or call 020 7451 2568.

***Please quote your application reference number in all correspondence to the Royal Society.***

## Use of Data

Please note that information regarding your application for APEX Award may be shared with the Department of Business, Energy and Industrial Strategy (BEIS) Leverhulme Trust 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 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, BEIS, Leverhulme Trust 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 application form.

### **Using Flexi-Grant®**

Applications can only be submitted online using the Royal Society's Grants management system (Flexi-Grant®) via <https://grants.royalsociety.org>. Further information about the Grants management system can be found via <https://royalsociety.org/grants-schemes-awards/grants/flexi-grant/>. If you have not used Flexi-

Grant® before, 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 Host Organisation, and the Applicant's 'Head of Department Support' section must be completed before you can submit via Flexi-Grant®. Late applications will not be accepted.**

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

### **ORCID Identifier**

All applicants should submit an ORCID (Open Researcher and Contributor ID) identifier. 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. This is a mandatory requirement at the application submission stage. You can register for an ORCID identifier via <https://orcid.org/register>.

### **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**

The questions fields to be completed as part of this application can be found in the 'Application Guidance Notes' Section under 'Question Guidance'.



# Application Guidance Notes

## Application Approvals

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

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

The approver must be someone with the authority to confirm that the potential award can be held within their organisation, that there is the capacity to deliver the proposed research, and that the proposed budget is appropriate and eligible for the scheme.

**You will only be able to submit your application for approval by the Host Organisation's Approver once all sections of the application form have been marked as complete and all participants have marked their work as complete AND have submitted their section.** The Lead Applicant can check the status of the Applicant, Co-applicant, Head of Department sections under the 'Participants' tab on the summary page of the application form. **Applications submitted after the deadline will not be accepted.**

## Question Guidance

**Please read the following guidance notes carefully as you complete the form. In the table below, 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.**

**Note that questions with \* are mandatory fields.**

| <b>Summary</b> |  |
|----------------|--|
| Summary page   | <p>The summary page of the application form provides instructions for submission of your application for approval by the Host Organisation. In addition, you are provided with an overview of 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 (e.g. Head of Department and Nominated Referees) 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><b>Note:</b> 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> |

## **Understanding our Promotion\***

|  |   |
|--|---|
| <b>How did you hear about this Scheme?</b> | <p>Please select the option that applies the most.</p> <p>Please provide further details if you heard about the scheme through other channels such as Newsletters, Social Media, or an Event.</p> |
|--|---|

|                             |  |
|-----------------------------|--|
| <b>Eligibility Criteria</b> |  |
| Eligibility Criteria *      | <p>Please provide confirmation that you meet the eligibility criteria.</p> <p>Details of the eligibility criteria can be found in the 'Eligibility' Section of these Scheme Notes.</p> |

|   |  |
|---|--|
| <b>Contact Details</b>                            |  |
| Title, Names, address, organisation and country * | <p>Review and complete your <b>personal details</b> accurately. Errors in this section can cause difficulties in processing your application. Errors will not be corrected after submission.</p> <p>Under this section, you should edit the <b>contact type</b> 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 'Head of Department' from the drop-down list.</p> <p><b>Organisation:</b> 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 *                                   | <p>This field defaults to the address linked to the Flexi-Grant® account used to start the application. All correspondence pertaining to the application, throughout the application process, will be sent to this address.</p>  |

|  |  |
|--|--|
| <b>Applicant [and Co-Applicant] Career Summary</b> |  |
| 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 and add their details to your application can be found on pages 4 and 8. All participants must mark their work as complete once they have completed their contribution to the application form.</p> <p>If there are multiple Co-applicants on your application, and this has been appropriately justified, the Lead Applicant must initially invite additional Co-Applicants as 'Collaborators' and then change their status to co-applicant.</p> |
| Full name *  | <p>Please enter your full name, including title [Co-applicant only]</p>  |

|                                    |  |
|------------------------------------|--|
| Title of Current Position *        | Please state the title of your current position.   |
| Current Employer *                 | Please enter the official organisation name of your current employer (e.g. University of Bath).  |
| Current Department *               | Please enter details of your current department (e.g. Department of Astrophysics).   |
| 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.   |
| 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)   |
| Full Time Equivalent               | Please state the full time equivalent of your current contract   |
| 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.   |
| 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>Give details of all prizes and achievements in reverse chronological order. Clear information should be provided about your role and input into the proposed project, and you should ensure that information about your achievements is included to make your research more accessible to non-specialist audiences.</p> <p><b>For the Co-applicant's personal statement:</b> clear information should be provided about your role and input into the proposed project.</p> <p><b>Plain text only 500 words</b></p> |
| Collaborator (lead applicant only) | <p>Please upload a statement from each named collaborator.</p> <p>The statement should provide information about their career to date, any prizes and achievements, the title of their current position, their host organisation, and their contact details. Clear information should be provided about their role and input into the proposed project.</p> <p><b>PDF file</b> 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>  |
| Applicant 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>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.</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><b>Note:</b> You can retrieve your career history information from your profile to complete this section of the application form using your ORCID identifier.</p>   |
| Impact of COVID-19                           | <p>The Society appreciates that the impact of the coronavirus pandemic on researchers and their work will be varied. Please provide a summary of how the pandemic has affected your research activities. (Maximum 500 words)</p> <p>This can include but is not limited to: delays in publishing/submitting a key paper(s) (please note preprints can be included in your publications list), pause on experiments/research plans, reduced ability to work due to additional caring responsibilities.</p>  |
| Applicant Qualifications *                   | <p>Please list all your qualifications in reverse chronological order.</p> <p>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 of your academic merit as possible and as appropriate for the funding for which you are applying.</p> <p><b>Note:</b> 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 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. Please note that publications will be reviewed based on scientific content, rather than publication metrics or the identity of the journal.</p> <p>Most significant publications - Please identify with asterisks (*) up to five publications which you consider to be most significant. Please also ensure that information about your achievements is included to make your research more accessible to non-specialist audiences.</p> <p>If appropriate, give the publisher or URL, including any passwords, where each publication may be obtained.</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>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.</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><b>Do not</b> include publications or articles that are in draft, only submitted for publication or that have not been peer reviewed. The selection panel have specifically requested that these should not be included.</p> <p><b>Note:</b> You can retrieve your full 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 list all your current and previous research funding in reverse chronological order.</p> <p>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.</p> <p><b>Note:</b> You can retrieve your information from your profile to complete this section of the application form using your ORCID identifier.</p> |
|--|--|

| <b>Research Proposal</b> |   |
|--------------------------|---|
| 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*       | 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/timescales for the various components. You should also include a description of how your   |

|                           |  |
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|                           | <p>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"> <li>• Potential impact and outputs – significance of key advances, potential impact on other research.</li> <li>• 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.</li> <li>• Any potential benefits to society such as commercially exploitable results.</li> </ul> <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. School of Chemistry rather than Chemistry)  |
| Start Date*               | This must be between 01/09/2023 – 01/11/2023.  |
| End Date*                 | Please complete the date in DD/MM/YYYY format.<br>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>   |

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|   | <p>If requesting teaching relief for the Co-applicant please provide information here, for example details of their current duties and why relief is required. A supporting statement from the Co-applicant's Head of Department is required if requesting teaching relief for the Co-applicant.</p>  |
| <p>Expression of interest for additional public engagement funding*</p> | <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 in 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> |

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| <p><b>Data Management and Data Sharing</b></p>   |  |
| <p>The Royal Society supports science 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 Royal 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 your approach for data management and sharing, applicants should consider the following:</p> <ul style="list-style-type: none"> <li>• What data outputs will be generated by the research that are of value to the public?</li> <li>• Where and when will you make the data available?</li> <li>• How will others be able to access the data?</li> <li>• 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?</li> <li>• 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.</li> <li>• How will datasets be preserved to ensure they are of long-term benefit?</li> </ul> |  |
| <p>Outline of data management and data sharing plan *</p>  | <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. (Maximum 200 words)</p> |

### Use of Animals in Research \*

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 [3Rs](#) when designing and conducting experiments on animals.

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.

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| 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. |
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### Experimental Design Assistant

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.

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.

**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.

### Use of Human Participants and Tissue

Any application for a research proposal involving human participants, 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.

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| Does your proposal involve the use of human participants, 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. |
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| <b>Financial Details</b> |  |
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| 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><b>Please ensure that no indexation is added to these costs.</b></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             | <p>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.</p> <p>Costs may be requested for the co-applicant. No other salaries can be requested as part of this award.</p>  |
| London Allowance         | Where appropriate, and if not included in basic salary, please give details of any London weighting allowance.   |
| On costs                 | <p>Please indicate the funding required for employers on costs e.g. employer's National Insurance contributions and employer's pension contributions.</p> <p>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.</p>  |
| 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.  |

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| <b>Justification *</b> | Please fully justify all requested costs by referring to each budget heading. Funding will not be awarded without justification. <b>Plain text only</b> |
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| <b>Applicant Declaration *</b>  |  |
| <b>Please declare that:</b>   |  |
| <p>You have read the Terms and Conditions of Award under which Royal Society grants are awarded and, if a grant offer is made, you agree to abide by them. <b>The Terms and Conditions for Royal Society applications can be found at <a href="https://royalsociety.org/grants-schemes-awards/grants/apex-awards/">https://royalsociety.org/grants-schemes-awards/grants/apex-awards/</a></b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul> |  |

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| <b>Nominated Referee Support *</b>   |  |
| <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 by <b>Wednesday, 02 November 2022</b>.</p> <p>You will not be able to submit your application for approval by 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 nominate two 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> |  |

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| <b>Institutional and Departmental Support *</b>   |  |
| <p>You should invite the Head of Department at your Host Organisation to provide a statement of support by following the instructions under the <b>participants tab</b> on the application form summary page. Please check that they are able to supply their statement in advance of <b>15:00 UK time 02 November 2022</b>. You will not be able to submit your application for approval by your institution until the references have been completed.</p> <p>Please check which email address your Head of Department would like to use, as they may already be registered on Flexi-Grant® and any 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 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> |  |

The Royal Society recognises that diversity is essential for delivering excellence in science, technology, engineering and mathematics (STEM). The Society wants to encourage applications from the widest range of backgrounds, perspectives and experiences to maximise innovation and creativity in science for the benefit of humanity. We regularly review and revise processes to help ensure that all talented applicants have an equitable chance to succeed as per the assessment criteria. This includes ensuring all panel members are briefed on unconscious bias in decision making as part of our assessment process.

## Diversity Monitoring

### Diversity Monitoring

The Royal Society is committed to promoting diversity in UK science, technology, engineering, mathematics, and medicine (STEMM) by seeking to increase participation from under-represented groups. Please help us to monitor how effectively we are doing this by providing the requested information. All questions are mandatory. The information provided will form a confidential statistical record in accordance with the General Data Protection Regulation (GDPR) and will not be used for any purpose other than analysis of the Society's activities.

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

You must either complete the form or tick the boxes stating that you 'prefer not to say'. If you do not select a box for each question, the system will regard your application as incomplete and will not allow you to submit it.

***Please note, that where an application contains applicant and co-applicant(s) details, all applicants will be expected to complete the diversity monitoring form.***

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

# 1. Appendix 1: Application and Review Process

## Review process

All eligible, submitted proposals are initially reviewed by two members of the APEX Awards Panel with 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 2023.

Please be assured that the Academies specifically request all those involved in reviewing applications to do so in confidence.

## **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](mailto:apex@royalsociety.org). Tel: 020 7451 2568.

# Application Submission Process Flow Diagram

