Newton International Fellowship Scheme 2020

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.

1. Overview

Background

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, Royal Society and Academy of Medical Sciences.

Aims of the Scheme

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.

Subjects Covered

Research must be within the British Academy's remit of the humanities and social sciences. Eligible applicants for these disciplines can apply from any country outside the UK. If your research falls within the remit of the Royal Society or the Academy of Medical Sciences you must make your application directly to them through their Flexi-Grant systems.

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

Value of Funding and Support Provided

Funding will consist of:
- £24,000 per annum for subsistence costs (tax exempt)
- up to £8,000 per annum for consumables
- a one-off payment of up to £3,000 for relocation expenses in year one only (up to £2,000 for EEA Nationals)
- contribution towards the cost of dependents' (partner and children only) visas required to relocate to the UK for non-EEA nationals
- 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 dependants' visas).

Contribution to UK Host Organisation

Newton International Fellowships will not be costed on the basis of full economic costing (FEC). Instead, awards will include a sum of 50% of the award (i.e. up to £33,500 for two years) to enable the UK host institution to host a Fellowship, to cover access for the individual to the institution and department facilities (adequate office and laboratory space and access to essential equipment and facilities, etc.).

For example: if the award value is £35,000 in the first year (£24,000 + £8,000 + £3,000), the contribution to overheads is £17,500; therefore, the overall award value in the first year is £52,500. Newton International Fellows will not have access to this funding. The host organisation will not receive an overheads contribution for extra funding awarded for dependants' visas.

Duration and Start of Fellowship

Fellowships are expected to commence by **31 March 2021** but not before **01 October 2020**, preferably on the first of the month. Fellowships will be for held for two years, on a full-time basis.

Flexibility during the Fellowship: Should any candidates need to hold the fellowship on a part-time basis because of caring responsibilities this will be considered by the British Academy and discussed on a case-by-case basis at the point of being offered a conditional award or during the award. 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.

Tier 1 Exceptional Talent Visa (Exceptional Promise)

British Academy's Newton International Fellows requiring a visa to work in the UK are eligible to apply for a Research and Innovation Talent Visa (i.e. Tier 1 Exceptional Talent Visa) under the accelerated process of endorsement. In line with the highly prestigious nature of the award, the Tier 1 Exceptional 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/research/research-and-innovation-talent-visa

Alumni Follow-on funding for Newton International Fellows

British Academy's 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.

2. 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 recognises there are diverse research career paths, as well as the challenges of managing a research career alongside other personal commitments. When reviewing applicants' eligibility and research experience, The Academy will take into consideration 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 on top of each period of leave an additional amount of time when assessing eligibility. Each case will be considered individually as per guidelines below:

- Maternity, paternity, shared parental leave and adoptive leave: On top of the actual time taken off work, an additional amount of time equivalent to the 100% taken will be added on top, for up to 6 months.

  Example 1: If an applicant took 4 months leave, additional 4 months would be added and a total of 8 months would be deducted.

  Example 2: If an applicant took 18 months leave, additional 6 months would be added (maximum additional time allowed) and a total of 24 months would be deducted.

- Extended sick leave (defined as more than four weeks off work, as per UK Government's definition): On top of the actual time taken off work, an additional amount of time equivalent to the 100% taken will be added on top, for up to 6 months.

Each case will be considered individually, and the host institution may need to confirm that the applicant qualifies for this provision. Supporting documents may be requested for individual cases at the Academy's discretion. The Academy reserves the right to consider individual requests outside of the outlined policy in exceptional circumstances.

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

- The host organisation is the UK institution, which employs the UK co-applicant.
  - Ineligible organisations include industrial, private and commercial organisations, university spin-out companies, and governmental bodies.
- The UK co-applicant must be based in the UK at the UK host organisation.

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 £24,000. Payments to Newton International Fellowship holders are paid as a stipend (tax exempt) 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 £3,000 relocation expenses in the first year of their Fellowship (up to £2,000 for EEA Nationals). This can be used to cover the costs incurred from moving from the current institution to the UK host organisation and can include transportation costs and visa charges. From 1 April 2015, a new health surcharge was introduced under the 2014 Immigration Act for non-exempt persons. As of 1 January 2020, the surcharge is now £400 per year; this also applies to dependents. This expense can be covered under the relocation expenses costs of the Fellowship for non-exempt grant holders. Additional funding is available to cover the cost of dependants' visas. More information is available post 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 at the end of March (Q1), June (Q2), September (Q3) and December (Q4).

References

Five reference statements are required for the application. These statements must be submitted before the application deadline. The following individuals need to be listed in the application for a reference:

1. Departmental support
   a. Head of Department at the UK host institution
   b. UK Co-applicant
   c. 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. Nominated references

The guidelines for choosing 2 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 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 <u>not</u> be accepted.**
- Nominated references from the Applicant's former/current supervisor (including PhD supervisor) will <u>not</u> be accepted.

- The referee must <u>not</u> 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.

3. Timetable

Opening date	Thursday, 23 January 2020
Closing date	Thursday, 26 March 2020, 15:00 UK time
Expected results	September 2020

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

4. 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 members of the selection panel who have the most appropriate scientific expertise using the criteria detailed above.

- It is expected that applicants will be notified of the outcome of their application by email.

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.

5. 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: newtonfund@thebritishacademy.ac.uk or Telephone + 44 (0)20 7969 5217

For Royal Society enquiries email: info@newtonfellowships.org (please read Royal Society scheme Notes)

For Academy of Medical Sciences enquiries email: newton-international@acmedsci.ac.uk (please read Academy of Medical Sciences Scheme Notes)

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

6. Use of Data

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

7. 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
Eligibility Criteria
Contact Details
Lead Applicant Career Summary
UK Co-applicant Career Summary
Research Proposal
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.

8. Participants

To complete and submit the application form, the lead applicant is required to provide supporting statements from five 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 (**Thursday, 26 March 2020)** 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:
  o Head of Department at the UK host institution
  o 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
  o The applicant's Nominated Reference
  o 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.

9. Application Guidance Notes

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 <u>not</u> be accepted.

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.

Eligibility Criteria	
Eligibility Criteria *	Please provide confirmation that you meet the eligibility criteria. Details of the eligibility criteria can be found in Section 3 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.
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. **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]**

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 2020 and 31 March 2021. 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

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)
Benefits of 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 of UK *	Describe any potential benefits to the UK and UK research that will result from the proposed Fellowship (Maximum 200 words).

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 £24,000. 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 £3,000 relocation expenses in the first year of their Fellowship (up to £2,000 for EEA nationals). 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 £3,000 under Year 1, in 'Travel'. **The amount for 'Travel' must be £0 under Year 2**.
	 • Contribution towards costs associated with accompanying dependents visa costs are covered by the 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;

	- o the cost of travel, subsistence and visas for participants and speakers at conferences, workshops or seminars you organise; and - o 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 Consumables budget and the relocation costs should be covered by the amount entered in the year 1 Travel budget. - The Subtotals and Totals will be calculated automatically. - o 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.

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 Thursday, 26 March 2020.

- 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 that they are able to supply their statement by **26 March 2020**.

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 that they are able to supply their statement by **26 March 2020**.

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 Submission Process Flow Diagram

ROUND OPENS

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Applicants fill in form online via Flexi-Grant®

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

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UK Host Organisation's approver submits their approval via Flexi-Grant®

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ROUND CLOSES
Final submission to The British Academy by 26 March 2020 **15:00 UK time** → Non-submissions: Rejection

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

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Application enters selection process → Rejection

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AWARDED