Newton International Fellowship Scheme 2019

The following Scheme notes will outline

1   Overview of the Scheme

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 (or longer if working on a part-time basis).

The aims of the fellowship are 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.
- Ensure the best postdoctoral researchers across all relevant disciplines from around the world are supported in the UK.
- 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 will include 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

Eligibility

Applicants must hold a PhD or expect to obtain their PhD by the time funding starts and should have no more than seven years of active full-time postdoctoral experience at the time of application (discounting career breaks but including teaching experience and/or time spent in industry). Additionally, applicants should not hold UK citizenship and should be working outside of the UK at the point of application. Applicants must have a clearly defined and mutually-beneficial research proposal agreed with a UK host researcher. We strongly welcome applications from female researchers. **For further details please refer to the '*Eligibility Criteria*' section.**

Duration of Funding

Two years, on a full-time basis. However part-time working is available. The British Academy allows flexible working arrangements as part of the Fellowship. It can be held on a full or part-time basis for caring responsibilities, with the expectation that you work at least 0.6 FTE.

Value of the award

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 (£2,000 for 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 total award.

Closing date: Wednesday 27 March 2019, 3pm UK time

Applicants are advised to submit their application for approval to the UK host organisation **at least 5 working days** before the round deadline i.e. by **Wednesday 20 March 2019**.

Please note that you will not be able to submit the application until all of the contributions have been provided by your referees, Head of Department, Co-Applicant and current supervisor. Once you have submitted the application it will need to be given formal approval by the UK host organisation through

*the British Academy's Flexi-Grant system. The application will be automatically forwarded on submission by the Lead Applicant to the relevant approvers registered in the BA Flexi-Grant system (normally the Research Support Services or equivalent of the chosen UK Host Organisation). You will still be able to submit your application for approval up to and including the closing date of 27 March at 15:00 GMT, however, your application will only be considered if the UK host organisation has also given approval by that closing date **so we recommend you submit it at least five working days in advance of the deadline to give the institution time to process your application**.*

Announcement of results
The outcome will be announced approximately six months after the closure of the round.

Number of awards offered
Approximately 12 Newton International Fellowships are expected to be available in this round, with additional Fellowships awarded to individuals from Newton Fund countries, subject to available funding – see Section 6 below.

Start date of the Fellowship
If successful, the start date will be negotiated and agreed with the British Academy but will be between 1 October 2019 – 31 March 2020 (preferably the first of the month).

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

Alumni Follow-on funding for Newton International Fellows
The 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.

Contact Information
Enquires about this scheme can be made using the contact details below. Before contacting us, please check whether your question has been answered by these scheme notes. If your application is relevant to the remit of one of the other Academies, please contact them directly using the relevant contact details below:

For British Academy enquiries email: overseas@thebritishacademy.ac.uk
For Royal Society enquiries email: info@newtonfellowships.org
For Academy of Medical Sciences enquiries email: newton-international@acmedsci.ac.uk.

2   Eligibility Criteria

Lead applicant

Postdoctoral experience/ PhD
- 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, 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".

Nationality and country of residence/ employment
- 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 researching in the UK 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.

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".

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.

Level of English
- 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.

Resubmission
- 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.

UK Co-applicant

Level of experience
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.

Length of contract
- 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.
- Researchers working in governmental research institutes are not excluded from acting as co-applicants but they must explain in their application why their institute is not funding the Fellowship.

Host institution
- The host organisation is the UK institution, which employs the UK co-applicant.
- The UK co-applicant must be based in the UK at the UK host organisation.
- Applications cannot be accepted from private or commercial organisations.

3   References

Five reference statements are required for the application. The following individuals need to be listed in the application for a reference:

1. Nominated references

Under the Contributors tab displayed on the application form summary page, please provide the details of the **two nominated referees** who you wish to invite to provide a statement of support. These two referees should be able to provide unbiased comment on the field of research and on the applicant and/or the UK co-applicant. **At least one of the nominated referees must be a UK-based researcher.** A UK-based researcher is defined as someone who holds a permanent or fixed term contract at a UK research organisation

2. Departmental support
   a. Head of Department at the UK host institution
   b. Lead Applicant's current supervisor (if the applicant is an independent researcher or in industry please use their direct manager or the most recent academic supervisor, if the applicant is currently unemployed please use their most recent academic supervisor)
   c. UK Co-applicant

Under the 'Contributors' tab displayed on the application form summary page, please provide the details of **all the listed above** to provide a statement of support. 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.

It is the Lead applicant's responsibility to liaise with the UK Host Organisation, the Head of Department and the current supervisor to inform them of the deadline, check that they have received the email instructions for supplying the approval or indication of support through Flexi-Grant® and to ensure that the task is completed by the deadline. Please contact the British Academy before the deadline if there is a problem. Alternatively, UK Host Organisations, Head of Department and the Lead applicant's current supervisor can contact us directly if they have not received the email. 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.

4 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 (£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 8 January 2019 the surcharge is now £400 per year. It also applies to dependents. This expense can be covered under the relocation expenses costs of the Fellowship for non-exempt grant holders, but not for any dependents.

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 total 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.

Ineligible costs
The following costs will **not** be covered by the scheme:

- Costs associated with accompanying dependents
- 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.

Childcare travel policy

British Academy Newton International Fellows are eligible to apply for financial support for any additional childcare costs that arise from attending conferences, carrying out collaborative research visits or giving invited talks directly related to the Fellowship. These requests are considered on a case

by case basis after the award has been granted. Award holders may only claim childcare costs up to 2 times during their Fellowship. For further information on childcare travel expenses please refer to the notes below:

Bids for the cost of childcare may be considered if the parent/carer is conducting research away from home and it is not possible to make alternative arrangements. In such a case, the Academy will consider making a contribution to the element of cost that is directly attributable to the research project. The costs of normal regular childcare whilst at home are not eligible for support.

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).

5   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/Research Environment

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.

Expected Benefits to the Newton Fund Country (if applicant from Newton Fund country)

The expected benefits to the Newton Fund Country, in particular the extent to which the award will contribute to advancing economic development and welfare of the country by transferring new skills and creating new knowledge.

6 Additional Fellowships

Since 2015 additional Fellowships have been supported through the Newton Fund specifically for applicants from Newton Fund partner countries. This initiative aims to develop long-term sustainable growth and welfare of partner countries through building research and innovation capacity, and forms part of the UK's Official Development Assistance commitment. Newton Fund countries include Brazil, China, India, Mexico, South Africa and Turkey. This is subject to available funding.

In order to be eligible for a Newton Fund-supported Newton International Fellowship, applicants must be currently based in one of these partner countries.

There is not a separate application form for Newton Fund-supported Newton International Fellowships. All applicants must complete the Newton International Fellowship application form on Flexi-Grant ® and candidates eligible for Newton Fund supported Newton International Fellowships will be selected from the pool.

7 Application guidance notes

Notes on the British Academy Flexi-Grant® Grants Management System.

Personal details: When registered in the British Academy Flexi-Grant® GMS, a user has the option to add or update personal information such as contact details, log-in details (including email address and password), interests, research and employment details, at any time. This does not form part of the specific application form for any individual scheme but represents a personal record of your account in the system. Please keep this information up to date.

Automatic log-out: You are strongly advised to save your work regularly to prevent accidental loss of text. The Flexi-Grant website will automatically log people out if no activity is detected. It is recommended that you work offline in a separate word processor and copy and paste completed text online once complete.

Multiple sessions: Do not have multiple browser windows/tabs of your application open at the same time as this may cause information to be lost. Only one user should edit an application at a time.

Word limits: If you exceed the word limit, you will not be able to save the page you are working on. Longer-length text should be completed separately and backed up in a word processor.

Plain text: If entering plain text, please avoid using symbols as some may not be accepted by the Flexi-Grant: This includes the following symbols: < >

PDF documents: When uploading PDF documents, please add your name and a heading at the top of every page to show what the document is (e.g. CV or list of publications). Please avoid uploading documents containing illustrations with fine details or colour as this can cause problems when creating a PDF of the application. Each PDF cannot exceed 3 Mb in size.

Email addresses: It is essential that you ensure your email address is up to date and actively monitored, or you may miss important notification emails.

Submission: You will not be able to submit your application until you have completed each section in full. You should submit your application for approval by your host organisation at least five working days before the closing date to allow for your host organisation's administrative procedures. You should also check whether your institution has its own internal deadlines. We strongly advise that you contact your referee as early as possible to avoid any last-minute issues before the submission deadline.

Application sharing: You can invite other contributors to join the application. All contributors must be registered on the Flexi-Grant grants management system and mark their work as 'Complete' before you can submit your application – including the referee.

Application deletion: You can delete your application at any time although it is often a lot easier to just re-edit your existing application. We will be able to recover a deleted application for a period of seven days after deletion. After this, it will be permanently removed from the system.

Application returned for editing: The Organisation Approver can return your application to you for further editing, but the original deadline remains in place.

Completing the application form

A full list of question fields to be completed as part of the application can be found in the table below. It is essential that you create a PDF of your completed application by clicking 'Print application' and check it thoroughly (including email addresses and uploaded PDF files) before submitting it for approval by your host organisation.

*Indicates a required field.

Summary	
Summary table	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, and 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 will partake in the application form. Instructions for inviting participants can be found under the 'Participants' tab on the application summary page. **Note:** <u>you will only be able to submit your application for approval by the Host Organisation once **all** sections of the form have been completed.</u>

Eligibility Criteria	
Eligibility Criteria*	Confirm that the Lead applicant meets the eligibility criteria. Details of the eligibility criteria can be found on page 3.

Contact Details	
Title, Names, address, organisation and country*	Review your ***personal details*** carefully. Errors in this section can cause difficulties in processing your application.
	Under this section, you should edit the ***contact type*** of the participants who will partake in your application form. The system default contact type is set as 'collaborator'. To amend the contact type of your Head of Department, click 'edit', and under the contact type field, select the 'Head of Department'.
	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, and in the event of the application being successful, will be sent.
Nationality*	You must select at least one Nationality, and up to three if applicable.

Lead Applicant and UK Co-applicant Career Summary	
Title of Current Position*	State the title of your current position. *(maximum 20 words)*
Current Employer*	Enter the official organisation name of your current employer or last employer (if currently unemployed or on leave)
Current Department*	Enter details of your current department name (e.g. Department of Astrophysics).
Country*	Please select the country where your current employer or last employer (if currently unemployed or on leave) is based. (Lead Applicant only)
Current Position Start Date*	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.
Statement of Qualifications and Career*	List up to four most recent/relevant qualifications in reverse chronological order. The depth of information you provide is up to you, but this field together with the other academic experience field below 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.
Other Academic Experience*	Please provide details of all academic posts held prior to your present position (with dates), including any teaching experience gained during the course of doctoral registration. Please include details of any experience in organizing conferences, workshops and wiki-based discussions.

	Please list all of your appointments since your PhD and the dates in reverse chronological order, stating if part-time (and percentage part-time) when necessary. **Please provide full details of any periods of 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.
List your key and/ or relevant publications*	Provide details of authors, titles and references for up to five 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. **Note:** The British Academy does not currently connect to ORCID so user profiles cannot be brought in automatically to this application.
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 organisations. *(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*	State the country in which you were awarded or will be awarded your PhD. (Lead applicant only)
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 Career Summary and statement of support	The UK Co-Applicant is asked to provide similar details of career and publications to that of the Lead Applicant on the UK Co-Applicant Career Summary page. In addition, the UK Co-Applicant is asked to provide a statement in support of the application as a PDF on headed paper, that includes their name, title, and contact details. The statement should detail the Lead Applicant's suitability for the project and also set out the intentions for their career development.

Research Proposal	
Primary Subject*	Please indicate the subject most relevant to your research. This will enable us to allocate the application to the most appropriate assessment panel.
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 2019 and 31 March 2020. 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*	Please enter the proposed end date of the project. The end date must be exactly two years after the proposed start date.
Proposed Host institution*	Please indicate here your choice of host institution, including the appropriate Faculty, Department, Research Institute or College where you propose to work. Please ensure that you also select this institution as the approving institution (and not your present institution, if different). Note that the application must be approved by a relevant authority in this institution as part of the application process. Without such authorisation, the application will not be eligible for consideration. The Head of Department is also required to provide a supporting statement.
Reason(s) for choice of host institution*	Pleas explain the reason(s) for your choice of UK host institution (the university/research institute, department).
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*	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. 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 and research objectives of the proposed study. • description of the methodology to be used • 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*	Training and mentorship is an important part of this Fellowship. 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*	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 to Overseas Country*	Describe any potential benefits to the overseas country and/or country of origin that will result from the proposed Fellowship. This may include supporting the development of a well-trained research community and promoting economic development and social welfare of the country through enhanced research and innovation capacity to benefit the wider society. **This section is important for**

	applicants eligible for a Newton Fund supported Newton International Fellowship. *(Maximum 200 words)*.
Benefits to UK*	Describe any potential benefits to the UK and UK research that will result from the proposed Fellowship *(Maximum 200 words)*.

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 note that this is a yes/no box. If you answer no, you will not be required to give any other details and will not need to provide the upload referred to below. If you answer yes, 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

Use of Animals in Research*
Research supported by the British Academy does not usually include the use of animals. This is a yes/no box. If you answer no, you will not need to complete anything further on this page. If, however, you answer yes, as your proposal will involve the use of animals, please note the following. In common with the Royal Society, the British Academy 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 Academy 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.

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.

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 total 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 least 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.**
	• Costs associated with accompanying dependents are **not** covered by the scheme. Research expenses 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, workshops or seminars you organise; and
	   – salary costs or other costs of research staff/assistants.
	• **'Other costs' for both Year 1 and Year 2 must be 0.** 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.
	    • The Award includes a fixed contribution to enable the UK host institution to host a Fellowship. This will be exactly 50% of the total award for the Fellow. You do not need to include this in the financial details table.

Justification*	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. **The Terms and Conditions for British Academy applications can be found [here].** • 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.

Lead Applicant's Nominated Referees Support*
 You should invite two referees who can provide confidential references for your application, by following the instructions under the 'Contributors' tab on the application form summary page. Please check with them that they are happy to provide the reference and inform them that they will be contacted by email and asked to provide references via the Flexi-Grant® system. **Please advise them to provide the reference by 20 March at the latest to enable you to complete the application for submission and approval by your host organisation by 27 March 2019.** • 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. • At least one nominated referee must be based in the UK. • It is requested that one referee be nominated by the Applicant and one by the UK Co-applicant.

- 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 UK Co-Applicant cannot be a referee for the Lead Applicant.
- The referee must not be a member on the assessment panel for this Scheme or a member of any 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.

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 'Contributors' tab on the application form summary page. **Please ask the Head of Department to provide the reference by 20 March at the latest to enable you to complete the application for submission and approval by your host organisation by 27 March 2019.**

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 to provide a statement of support by following the instructions under the '**Contributors' tab** on the application form summary page. **Please advise the Supervisor to provide the reference by 20 March at the latest to enable you to complete the application for submission and approval by your host organisation by 27 March 2019.**

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 as follows-

Equal Opportunities

This section is optional; however, the Academy would greatly appreciate it if you can complete the details to assist us in our diversity monitoring.

The British Academy is committed to its policy of Equal Opportunity in the provision of its grants and awards. Please help us to monitor the effectiveness of this policy by providing information concerning your age, gender, ethnic origin and disabilities (if any).

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

Appendix 1: Application Submission Process Flow Diagram

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┌──────────────────────────────────────┐
│      Round opens: 23 January 2019     │
└──────────────────────────────────────┘
                   ↓
┌──────────────────────────────────────┐
│  Applicant and UK co-applicant fill   │
│      in online via Flexi-Grant®       │
└──────────────────────────────────────┘
                   ↓
┌──────────────────────────────────────┐
│  UK Head of Department, submit        │
│      support via Flexi-Grant®         │
└──────────────────────────────────────┘
                   ↓
┌──────────────────────────────────────┐
│  Both Nominated Referees, submit      │
│      support via Flexi-Grant®         │
└──────────────────────────────────────┘
                   ↓
┌──────────────────────────────────────┐
│  UK Co-Applicant and Current          │
│  Supervisor, submit support via       │
│  Flexi-Grant®                         │
└──────────────────────────────────────┘
                   ↓
┌──────────────────────────────────────┐
│  Applicant submits application for UK │
│  Organisation Approval via Flexi-     │
│  Grant®                               │
└──────────────────────────────────────┘
                   ↓
┌──────────────────────────────────────┐
│  UK Organisation Submit Approval via  │
│      Flexi-Grant®                     │
└──────────────────────────────────────┘
                   ↓
┌──────────────────────────┐        ┌──────────────────┐
│      Round closes        │  ───▷  │  Non-submissions:│
│                          │        │     Rejection    │
│  Final Submission by 27  │        └──────────────────┘
│  March 2019, 3pm UK Time │
└──────────────────────────┘
                   ↓
┌──────────────────────────────────────┐        ┌─────────────┐
│  Application is checked for           │  ───▷  │  Rejection  │
│  eligibility and provision of all     │        └─────────────┘
│  references                           │
└──────────────────────────────────────┘
                   ↓
┌──────────────────────────────────────┐        ┌─────────────┐
│  Application enters selection process │  ───▷  │  Rejection  │
└──────────────────────────────────────┘        └─────────────┘
                   ↓
┌──────────────────────────────────────┐
│             AWARDED                   │
│          September 2019               │
└──────────────────────────────────────┘
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