Newton Advanced Fellowship 2017 Round 3
Scheme Notes – Brazil, Mexico, South Africa and Turkey

Overview:
This programme is offered under the Newton Fund, which is part of the UK's Official Development Assistance (ODA) commitment.

This programme focuses on mid-career international researchers who have already established (or are in the process of establishing) a research group or research network and already have a research track record. The focus will be on developing their research strengths and providing support for more formalised training and development in collaboration with a UK partner. The award will support the international researcher in their own country, providing them with funding to establish and develop collaborations with the UK with the intention of transferring knowledge and research capabilities to partner countries. For Brazil, Mexico, South Africa, or Turkey the Newton Advanced Fellowship is for two years, and can provide salary top up, research support, training costs and travel and subsistence.

Objectives of the British Academy Newton Advanced Fellowship:
The British Academy aims to recognise and support mid-career group and network leaders in partner countries to develop their research by linking them with some of the best research groups and networks in the UK. The primary aims of the Newton Advanced Fellowship programme are to:

- Support the development of a well-trained research community who can contribute to advancing the economic development and social welfare of the partner country by transferring new skills and creating new knowledge.
- Strengthen research excellence in partner countries by supporting promising independent, mid-career researchers and their research groups and networks to develop their research capabilities through training, collaboration, reciprocal visits and the transfer of knowledge and skills from the UK.
- Establish long-term links between the best research groups and networks in partner countries and the UK to ensure that improvements in research capacity are sustainable in the longer term.

Applicants:
Applicants must have a PhD or equivalent research experience and hold a permanent or fixed-term contract in an eligible university or research institute in a partner country, which must span the duration of the project. Applicants should have not more than 15 years of postdoctoral research experience. Collaborations should focus on a single project involving a researcher based in Brazil, Mexico, South Africa, or Turkey ("the Applicant") and a researcher based in the UK ("the Co-Applicant"). For further details please refer to the 'Eligibility details' below.

Eligible Newton Fund Partner Countries:
Researchers in the countries listed below are eligible to apply for the Newton Advanced Fellowships in this round of the scheme. The British Academy has established partnerships with funding organisations in each of these countries. These partners are offering similar opportunities for UK researchers wishing to visit partner countries.

- **Brazil** - In partnership with CONFAP
- **Mexico** - In partnership with CONACYT
- **South Africa –** In partnership with the National Research Foundation
- **Turkey –** In partnership with TUBITAK

In addition, **Newton Mobility Grants** are available for researchers applying from Brazil, Mexico, South Africa, Turkey and Vietnam. Please consult the relevant scheme notes for more information about the Newton Mobility Grants scheme.

Subjects Covered:

For Brazil, Mexico, South Africa, and Turkey these awards will support researchers working in any discipline within the social sciences and the humanities. The remit of the British Academy funding schemes does not include primarily-practice-based outputs such as musical composition and performance, visual practice, creative writing and film-making. Such outputs would be considered to fall within the British Academy's remit only when they form part of an integrated project of critical or historical significance.

Value:

Please note that the Newton Advanced Fellowship is not offered on a Full Economic Costing basis and does not provide overhead costs to any institution involved.

The following costs are eligible:

- Salary top up (for the overseas Applicant only): up to £5,000 per annum
- Travel, accommodation and subsistence costs: up to £12,000 per annum
- Training costs: up to £5,000 per annum
- Research costs: up to £15,000 per annum
- Maximum annual total from the British Academy: up to £37,000 per annum

The maximum award value from the British Academy cannot exceed £74,000 for a two-year period (or £37,000 per year).

Duration of Newton Advanced Fellowships:

Awards are available for two years.

Transfer of funds:

The British Academy contribution to the award will be paid to the UK institution in the first instance. Both applicants and their employing university institutions will need to agree the most efficient arrangements to transfer the funds to the overseas institution.

Timing:

For Brazil, Mexico, South Africa, and Turkey, the Newton Advanced Fellowships are for a continuous period of 24 months. Newton Advanced Fellowships must start not earlier than 01 March 2018 and not later than 31st March 2018.

Key Dates:

Closing date and References/
Head of Department Statements deadline: Wednesday, 20th December 2017, 17:00 (UK time)

UK Co-Host Institution Application Approval deadline: Thursday, 21st December 2017, 17:00 (UK time)

Results available: Results of the competition will be confirmed approximately 2-3 months after the application closing date.

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, and read the Frequently Asked Questions on the British Academy's website. If not, please email: newtonfund@britac.ac.uk or call +44 (0) 207 969 5288.

Applicant / Co-Applicant Eligibility:

a) Overseas-based Applicant

- The researcher based in Brazil, Mexico, South Africa, or Turkey and /or project leader ("the Applicant") and the researcher based in the UK and /or project leader ("the Co-Applicant") must have been awarded a doctorate, or have equivalent research experience at the time of application. Applicants working towards a PhD, or awaiting the outcome of their viva/submission of corrections are **not** eligible to apply.

- Researchers should have no more than 15 years of postdoctoral research experience.

- Both nationals and non-nationals in Brazil, Mexico, South Africa, or Turkey can apply. Non-nationals must outline in the personal statement of the application form how their academic career is committed to the Newton Fund partner country.

- . Applicants applying from Brazil, Mexico, South Africa, or Turkey must hold a full-time, permanent or fixed-term contract in an eligible university or research institute in the country from which they are applying. Applicants must demonstrate that they have sufficient tenure in their post to cover the duration of the award. Applicant**s** who hold a fixed-term contract finishing before the end-date of the grant <u>must secure confirmation through their Head of Department Statement</u> that their contract will be extended to cover the duration of the award if their application is successful.

- Contact between the Applicant and the Co-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 collaborator. However, you may wish to refer to the Newton Fund website which provides guidance for how to find UK researchers to partner with: http://www.newtonfund.ac.uk/funding/application-support/.

- Applications **cannot** be accepted from researchers in commercial organisations.

- Applicants must be competent in oral and written English.

b) UK-based Co-Applicant

- The Co-Applicant must hold a permanent or fixed-term contract in a publicly funded UK university or research institute, which includes government research institutes. Co-Applicants must demonstrate that they have sufficient tenure in their post to cover the duration of the award. Co-Applicants who hold a fixed-term contract finishing before the end-date of the grant <u>must secure confirmation through their Head of Department Statement</u> that their contract will be extended to cover the duration of the award if their application is successful.

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

- The Co-Applicant must be based in the UK at the UK co-host organisation.

- Applications cannot be accepted from private or commercial organisations.

- The UK based Co-Applicant's co-host organisation must be willing to agree to administer the grant

Eligible Activities and Costs:

a) *Salary top-up (up to £5,000 per annum)*

- The salary top-up is only available to the Applicant. The UK Co-Applicant is not eligible for the salary top-up.

b) *Travel and subsistence (up to £12,000 per annum)*

- The Newton Advanced Fellowship does not support the applicant to move to the UK for the entire duration of the award, but does support travel and subsistence costs for multiple visits to the UK.
- This covers travel, accommodation and subsistence costs of the international Applicant travelling to the UK and/or the UK Co-Applicant travelling to the international partner. In addition, it can cover the travel costs to and from the UK of other members of the Applicant's and Co-Applicant's respective research group/network.
- A modest amount of travel related to the Applicant attending conferences for the purposes of disseminating their work or conducting fieldwork in the UK or internationally can also be included.
- All travel must be at economy class.
- *Please note:* We require evidence that you have researched the costs for which you are seeking support; for example, you could include the cost per night of accommodation. Travel costs should be based on the most suitable and economical form of travel. Subsistence costs should reflect the normal rates applied at the co-host institution/s.

c) *Training costs (up to £5,000 per annum)*

- Training modules can take place either in the Applicant's country or in the UK. Costs covered include training fees and costs for materials, venues, access to equipment, and consumables directly incurred through the training activity.
- *Please note:* Training and career development is a critical aspect of the Newton Advanced Fellowship, and applicants are encouraged to give full details of their training plans; including what training will be received, how training will be delivered, how the Applicant or Applicant's research network in the Newton Fund country will benefit, and the cost breakdown

d) *Research support (up to £15,000 per annum)*

- This covers equipment, consumables, studentships (stipend and sessional fees) and salary contributions for research staff based in Brazil, Mexico, South Africa, or Turkey / assistants, organising conferences, workshops or seminars.
- Costs for computer equipment are only eligible for the Applicant, and will remain property of the Applicant's co-host institution.
- Studentships and salary contributions for research staff / assistants are limited to no more than £5,000 per year. Research staff / assistants on the grants must be based in the Newton Fund partner country. UK-based research staff / assistants are not eligible for the salary contribution.
- The costs of conferences, workshops or seminars organised by the Applicant and the costs of venue hire, materials, website and printed publications are limited to no more than £7,000 per year. Costs for catering for events must not be excessive. Travel, subsistence and visas for participants and speakers can be included.
- Travel costs for researchers from outside the UK or the Newton Fund partner country are **not** eligible.
- *Please note:* Administration fees, from the employing institution of the Newton Fund applicant, or the UK Co-Applicant, are **not** eligible under the Newton Advanced Fellowship.

Payments and Reporting:

The British Academy contribution of the award will be paid to the UK institution in the first instance. Both applicants and their employing institutions must agree the most efficient arrangements to transfer the relevant funds to the overseas institution. Payment of the first year of the agreed award is made at the beginning of the award. Payment for the second year is only processed upon receipt of a satisfactory interim report at the end

of year 1. The Applicant must provide a final report at the end of year 2 via Flexi-Grant. The maximum award value for each year cannot exceed £37,000 (£74,000 in total for the two-year period).

References:

Three reference statements are required to be contributed to the application. The following individuals need to be listed in the application to provide a reference:

One Nominated Referee

- Under the Nominated Referees section, the Applicant needs to enter the email address of one nominated individual. This referee should be able to provide independent, unbiased comment on the field of research and on the Applicant.

- The primary consideration is that he/she is able to comment independently and authoritatively on your application.

- The referee can be based either within or outside the UK.

- Nominated referees from the same institution as the Applicant or Co-Applicant will not be accepted.

- The referee must not be a member on the assessment panel for this programme.

- 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.

Two Departmental Support statements

- Under the Departmental Support section, Applicants need to input the email addresses of two individuals, namely:

  - Head of Department at the Applicant's employing institution.
  - Head of Department at the Co-Applicant's UK co-host institution.

- The supporting statements must be submitted in English.

- If the Applicant's Head of Department is also their current mentor an alternative referee is required, e.g. Head of School/Faculty, to supply the Head of Department's statement.

- If the Co-Applicant is also the Head of Department at the UK organisation, an alternative referee is required e.g. Deputy Head of Department or Head of School, to supply the Head of Department's statement.

No two references provided under the Departmental Support tab and the Nominated Referee tab can be from the same person. If this is the case then it may make the application ineligible, and alternative referees will need to be provided in accordance to the guidelines.

All reference statements must be completed via Flexi-Grant before an application can be submitted and approved. This must be done with enough time for the application to be submitted by the closing date on Wednesday, 20th December 2017, 17:00 (UK time). Late references will not be accepted. **Applications without references cannot be submitted. It is the Applicant and Co-Applicant's responsibility to ensure that all references are submitted via Flexi-Grant before the deadline.** Please ensure to check that the individuals listed in the Departmental support and Nominated Referees sections are available and willing to provide references by this stipulated deadline.

Assessment criteria:

Successful applications should be strong in all respects but the assessment panel will give consideration to:

- Whether the proposal will support training and development of the Applicant and transfer of new skills to the Applicant's research group / network.

- The expected benefits for the career development of the Applicant.

- The expected benefits to Brazil, Mexico, South Africa, or Turkey in particular the extent to which the award will contribute to the transfer of knowledge and research capabilities which will contribute to advancing economic development and social welfare of Brazil, Mexico, South Africa, or Turkey.

- The quality of the proposed research project and the track record of the Applicant and the UK Co-Applicant in the area of proposed research.

- Evidence that the Newton Advanced Fellowship will lead to a longer-term collaboration beyond the tenure of the award.

Further Funding Opportunities with Newton Fund Partner Countries:
There are other funding opportunities, for other countries, and from other funding bodies under the Newton Fund; please see www.newtonfund.ac.uk for further information.

Guidance on Completion of Application Form

<u>Using Flexi-Grant</u>

Applications can only be submitted online using the British Academy's electronic Grant Application and Processing (Flexi-Grant) system via https://britishacademy.flexigrant.com. Applications cannot be submitted on paper. If you have not previously used Flexi-Grant, please follow the registration process from the Flexi-Grant homepage. Applicants should be aware that this application form will be considered by appropriate assessors. The application will be treated as confidential at all times.

When completing your application on the British Academy Flexi-Grant® GMS, it is recommended that you take note of the following points:

- *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 represents a personal record of your account in the system, and will help to populate the contact details in any application form you complete. It is useful if this information is kept up to date, but it is not essential to the progress of an application.
- *Automatic log-out:* **You are strongly advised to save your work regularly to prevent accidental loss of information.** In particular, you should be aware that if the system does not detect any activity for 2 hours it will log out and save the application at that time. Please note that moving between *pages* within an application form will save the page that you are exiting but completing a field on a page is not considered an activity. It is recommended that you write the text for longer sections/fields in a word processor such as Word and then copy and paste into the relevant text box to avoid being timed out in this way.
- *Multiple sessions:* You should not have multiple browser windows/tabs of your application open at the same time as this may cause information to be lost.
- *Word limits:* When completing boxes that have a restricted length (note that it refers to words) you should note that if you exceed the specified amount you will not be able to save when you press the save button. You should type the text for the longer-length boxes in a word processor. You will then be able to check the word count and paste it into the British Academy GMS. You will then still have a copy of the text to return to in the word processor. The word limit applies to text boxes.
- *Plain text:* If entering plain text, please avoid using symbols as some may not be accepted by the British Academy GMS. You should generate and view a PDF of your application to check that the application appears as you want it to by clicking on print application.
- *Uploading 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. Please avoid uploading documents containing illustrations with fine details or colour as this can cause problems when creating a PDF of the application. Please note we will only print your applications in black and white. Each PDF cannot exceed 3 Mb in size.
- *Email addresses:* The British Academy GMS relies heavily on automatic email contact. It is essential that you ensure you enter accurate email addresses where requested as it may cause considerable delay in the submission/processing of your application if any of these are incorrect. You cannot make changes to email addresses after your application has been submitted for approval.
- *Submission:* You will not be able to submit your application until you have completed each section in full. It is your responsibility to ensure that your application is submitted in sufficient time for it to be approved by the UK organisation. **We strongly advise that you submit your application as early as possible to allow the designated approver at the UK Co-Applicant's employing organisation at least 5 working days before the closing date to allow for the organisation's administrative procedures. Please note that the approving department of the UK university is a central university department. Late applications will not be accepted.**
- *Application sharing:* All applications must be started by the applicant who is to be the Principal Investigator (PI) on the award. You can invite other contributors to join the application (e.g. Co-Applicant, Head of Department, Finance Office contact etc.), but in order to do so your contributor will need to be registered in the British Academy's Flexi-Grant® system first. You will need to ensure you have their registered email address to invite them to participate in your application. You can let other British Academy GMS users view your draft application, in advance of submission, by providing their

email address and entering the permissions you want them to have. They will be able to log in using their existing password and see your application and depending on permissions, amend your application.

- *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 7 days after deletion. After this, it will be permanently removed from the system.
- *Application returned for editing* The approver can return your application to you for further editing see 'Submission of Application' below.
- *Guidance:* In the tables below you will find in the left-hand column each question as set out in the application sections and in the right-hand column useful guidance on its completion.
- *Further clarification:* If any of this advice is unclear, or you need further information, please do not hesitate to seek clarification from the British Academy's Research Awards Team (contact details at the end of these notes).

PLEASE NOTE THAT 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 CO-HOST ORGANISATION. IT MAY NOT BE POSSIBLE TO RECTIFY MISTAKES IN TIME FOR THE DEADLINE.

WORD LIMITS APPLY TO PLAIN TEXT ONLY. PAGE LIMITS APPLY TO PDFs ONLY

All FIELDS MARKED WITH AN ASTERISK* ARE MANDATORY

YOU SHOULD 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, OTHERWISE CHANGES MIGHT BE LOST.

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:

Page 1: Eligibility Criteria
Page 2: Lead Applicant Details
Page 3: Lead Applicant Career Summary
Page 4 Co-Applicant Career Summary
Page 5: Research Proposal
Page 6: Financial Details
Page 7: Equal Opportunities
Page 8: Lead Applicant Referee Statement
Page 9: Lead Applicant HOD Statement
Page 10: Co-Applicant HOD Statement

SUMMARY

Summary table	When your application form is complete, all sections on this summary table will be marked as 'Complete'. The **'Complete' status will only appear when all the mandatory fields in that section have been completed.** All mandatory fields are marked with an asterisk '*'. Only then will a 'Submit' button appear for you to be able to submit your application.

PAGE 1: ELIGIBILITY CRITERIA

PLEASE NOTE: "organisation" refers to the co-host institution which employs your UK-based Co-Applicant

IF AN APPLICATION HAS NOT BEEN APPROVED BY THE APPROVAL DEADLINE IT WILL NOT BE ELIGIBLE FOR CONSIDERATION

Eligibility criteria*	Please confirm that you meet the eligibility criteria as stated on page 3 of these guidance notes. On this page you will start to answer questions about your eligibility.
Primary and Secondary Subjects	Your application must be relevant to the Humanities and/or Social Sciences and you will need to select the relevant subject areas and fields from the drop-down list
Time Period	This field provide the opportunity to give further indications of the relevance of your subject area. They are optional fields.
Employing Organisation **PLEASE BE AWARE: It is your responsibility to ensure that you complete your application in time for the UK co-host organisation to process it and provide their approval by the approval deadline. Once they have checked your application they will contact you if any changes are required. It is recommended that you allow at least five working days for this process.**	Please enter the UK organization of the Co-Applicant. This section allows you to choose the UK co-host organisation from the list of eligible institutions; you must select the organisation which employs your UK-based Co-Applicant. The majority of appropriate establishments appear in the drop-down list. **If your organisation is not there, however, please contact the institution's research support services, or equivalent, and ask them to provide the British Academy with contact details of an appropriate person in the organisation to act as an approver on its behalf.** All applications must be approved by the UK co-host organisation authorities e.g. research grants office, finance department, etc. The approving department will receive email notification once you have completed your application and submitted it. They will be asked to provide approval and then submit the application to the British Academy. It is strongly recommended that the Applicant maintains an open dialogue with the approving department at the co-host institution as the British Academy cannot be held responsible for emails being caught in spam filters or not being received.
Nationality *	Please select your nationality from the drop down menu. Up to 3 nationalities may be added. Please note that this is a mandatory field.

PAGE 2: LEAD APPLICANT DETAILS

This section should be completed by the NON-UK based Applicant	
Lead Applicant Contact Details *	Please take care to review and complete your personal details accurately. Errors in this section can cause difficulties in the processing of your application. You can update your personal details by checking 'my account' and selecting the link to 'my contact details' and 'my organisation' and ensuring the relevant details are up to date.

Place of Ordinary Residence *	Please enter the country in which your present employing institution is based- note this **must be** Brazil, Mexico, South Africa, or Turkey.
Names of Co-Applicant on this application *	Please enter here the name of the academic based in a UK co-host institution, who will be added as the Co-Applicant to the application. There must only be ONE Co-Applicant per application. Other participants, whose involvement does not equate to being a 'Co-Applicant', should be named in the relevant section (other participants) on the Proposal tab. Please note: your Co-Applicant will need to be registered in the Flexi-Grant system before you begin your application.

PAGE 3: LEAD APPLICANT CAREER SUMMARY

Statement of qualifications and career *	Please give details of up to 4 qualifications **in reverse chronological order**. Please also provide details of any significant career breaks (for example maternity or sick leave), including dates, in the personal statement box – see below Please include start and end dates in the 'Qualification date' field. Please include the position title and institution in the 'description' field. 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.
Present Appointment, Employing Institution, Present Department, Permanent Position and Start / Position End Date*	Please note that the "Present Employing Institution" must be in Brazil, Mexico, South Africa, or Turkey, and you should be employed by this institution for the duration of the award. Please state when your present appointment started and is expected to finish. Please note:. Applicants/Co-Applicants who hold a fixed-term contract finishing before the end-date of the grant <u>must secure confirmation through their Head of Department Statement</u> that their contract will be extended to cover the duration of the award if their application is successful. If an end date is not applicable as you are in a permanent position, please leave the end date blank and choose 'yes' in response to question 'Is this position permanent?'
Personal Statement	Applicants are invited to include any information relating to their professional career which they wish to be taken into account in assessing this application. This field can also be used to explain any career breaks, part-time contracts, or eligibility for applicants who do not possess a PhD but may have equivalent research experience. Applicants who are not nationals of the countries from which they are applying should explain what ties they have to the country and whether these ties are of long duration. *This is an optional field and the limit is 500 words including spaces.*
PhD Confirmation and Award Date *	Applicants working towards a PhD, or awaiting the outcome of their viva/submission of corrections are **not** eligible to apply. Please therefore confirm that you have a

	PhD by answering yes. If you are an established scholar with relevant equivalent experience, but no doctorate, please select 'no' and indicate in the 'personal statement' field why you should be eligible for consideration. Please also include start and end dates in the 'PhD Awarded Date' field.
Publications *	Please list principal and/or relevant publications (to a maximum of six) in reverse chronological order. You should choose not only the best but also those most relevant to the application to support your case.
Previous support	Please give details of any research funding received within the last five years, including current funding. Please provide dates, title/description, source, and amount awarded. **Please note** duplicate applications for the same purpose to more than one British Academy scheme will not be accepted. An application will not be eligible for consideration if there is a report outstanding on any previous research grant awarded by the British Academy to the Applicant.
Curriculum Vitae Upload	Please upload your current Curriculum Vitae to the Flexi-Grant® GMS
Where did you hear about this scheme?	Please indicate where you heard about this scheme.

PAGES 4 CO-APPLICANT CAREER SUMMARY

PLEASE NOTE: In order to be eligible for this scheme you must have identified a UK Co-Applicant, who should be an academic based in an eligible institution located in the UK. Details of just ONE Co-Applicant should be entered for this scheme and you must ensure that a Co-Applicant has been added to the application and that all Co-Applicant tabs (Co-Applicant Personal Details and Co-Applicant Career Summary) have been completed before submitting your application. Any applications with blank Co-Applicant tabs will not be processed.

Specify Co-Applicant and add personal details and career summary / CV *	**Your Co-Applicant will need to have an existing account in the system before you are able to add them to the application. If they do not have an account, they will need to register themselves on Flexi-Grant before you are able to complete this section.** Please click 'Add Co-Applicant', enter the Co-Applicant's Flexi-Grant registered email address and then click 'Next'. Confirm the user by clicking 'Next' then select the permissions you wish the sharer to have with your application and then click 'Finish'. Please note that you must assign them at least some permissions in order for the Co-Applicant function to work, and at least access to 'Co-Applicant Personal Details' 'Co-Applicant Career Summary' and 'Proposal'; it is up to you whether to allow them access to other sections. It is possible to go back each step by clicking 'Previous'. Once you have clicked on the 'Finish' button, your Co-Applicant will be able to view your application and, depending on permissions, amend and submit your application. If you choose to do this, the sharer needs to click on My Applications once they have logged on to see *your* application. **The Co-Applicant can then complete the Co-Applicant tabs themselves, or can provide you with the relevant information to do so.**

PAGE 5: RESEARCH PROPOSAL

Subject Area*	Please select the Subject Area from the drop down menu that is most relevant to this proposal. Please note that assessors are allocated according to the Subject selected by you.
Title of Research Proposal	Please give the title of your proposed project.
Abstract *	Please provide a short abstract summarising your proposed research in terms suitable for an informed general audience, not one specialised in your field. *This is a mandatory field and the limit is 150 words*
Proposed Programme *	Please give a detailed description of the research programme, including methodology. Applicants should be aware of the importance that assessors place on the viability, specificity and originality of the research programme and of its achievability within the timescale, which should be specified in the Plan of Action. *This is a mandatory field and the limit is 1500 words*
Plan of Action *	Please indicate here a clear timetable for your research programme. Try to be as realistic as possible, but keep in mind that research programmes will develop over time and this plan of action is not something that is expected to account for every minute and is not unchangeable. But your chances of award will be affected by the assessors' perception of how viable and realistic this plan is. *This is a mandatory field and the limit is 800 words*
Planned research outputs/plans for publication/dissemination *	Under 'planned research outputs', please only state the type of output expected (for example monograph(s), journal article(s), book chapter(s) report(s), guidance notes, teaching modules/resources, websites and digital resources, etc). Please give more detail about potential publishers etc under plans for publication/dissemination. *This is a mandatory field and there is a limit of 300 words for planned research outputs and 500 words for plans for publication dissemination*
Digital Resource	It is a condition of the award that digital resources created as a result of research funded by the Academy be deposited in an appropriately accessible repository. Applicants should ensure that any necessary technical advice is obtained before commencing work that involves the creation of digital resources.
Starting Date / End date *	To select a date in the future using the calendar feature, click on the month and year in between the two arrows at the top of the box. To change the year keep clicking on the box – a second click will produce a decade. Use the arrows to move back or forward in time. To change the month, a second box will appear where you can select the month you wish and then you can type the year you require in the box provided. Click on the date and the calendar will take you to the month and year you have selected where you can select the relevant date for display. Please note that awards for Brazil, Mexico, South Africa, and Turkey must be held over a continuous period of 24 months. The start date should not be earlier than <u>01 March 2018</u> and not later than <u>31 March 2018</u>. The end date for awards should be no later than <u>31 March 2020.</u>
Proposed Co-Host Institution	Please indicate here your choice of co-host UK institution, including the appropriate Faculty, Department, Research Institute or College where you propose to work
Reason of Choice of Co-Host Institution *	Please explain the reason for your choice of UK co-host institution (the university/research institute, department, Co-Applicant).
Language Competence *	Please state your standard of English in reading, writing and speaking. Please use the terms bilingual/fluent/good/moderate/basic to describe your level of English in reading, writing and speaking.
Other Participants / Role of other participants *	The application only allows for one Applicant and one Co-Applicant but you should use this section to list any other participants such as members of each group or network.

	Under 'Other participants' please give the names and positions of any other participants such as postdocs or PhD students. If detail are not known yet, please indicate numbers and status of people who might be involved. Please describe the contribution to the project to be made by other participants and what they are expected to bring or gain from the process.
Ethical Issues *	It is expected that most ethical issues will be covered by standard codes of practice. It is only necessary to indicate here in detail any non-standard issues. Please note the Academy's ethics policy described in its <u>Code of Practice</u>. Approval to undertake the research must be granted by the relevant authority before any work requiring approval begins.
Benefits to individuals / institutions *	Describe clearly the planned outcomes and any potential benefits that will result from the proposed award for the Applicant, the Co-Applicant, and the respective groups/networks and institutions. In particular please comment on how the award will benefit the career development of the Applicant and contribute to the transfer of knowledge and research capabilities, the added value of the collaboration, and any intentions for sustaining the partnership in the longer term. *Maximum 550 words.*
Benefits to Overseas Country *	The benefits to the Newton Fund partner country is a critical aspect of the Newton Advanced Fellowship. Describe any potential benefits to the Applicant's home country that will result from the proposed award, especially how the research will contribute to advancing economic development and social welfare of the country to benefit the wider society. *Maximum 600 words.*
Benefits to UK *	Describe any potential secondary benefits to the UK and UK research that will result from the proposed award. *Maximum 300 words.*
Training Programme *	Training and career development is a critical aspect of the Newton Advanced Fellowship. The training programme is intended for the benefit of the overseas applicant and their research network. Please provide a breakdown of, and justification for, the funding requested for this training programme, outlining its relevance and suitability. Please also include the following points: a) who will deliver and who will receive the training? b) what are the expected outcomes? c) what is the structure of the training programme (e.g. courses, training modules, specific activities)? *Maximum 1000 words.*
ODA Justification Statement	Please provide an ODA justification statement. You should consider using the following questions when preparing this statement: 1. Which country/countries on the DAC list will directly benefit from this proposal and are these countries likely to continue to be ODA eligible for the duration of the research? 2. How is your proposal directly and primarily relevant to the development challenges (Sustainable Development Goals) of these countries? 3. How do you expect that the outcome of your proposed activities promote the economic development and welfare of a country or countries on the DAC list / What are the Pathways to Impact?

PAGE 6: FINANCIAL DETAILS

Financial Details	Applicants should prepare accurate costings for the proposed expenses, and should be particularly careful not to overestimate the resources required.

	Please note that grants are cash-limited, and there is no scope for supplementation of an award. Projects should be fully costed from the outset. However, requests to carry forward underspend from year one will be considered.
Justification *	Please give a full justification for all costs. Please ensure that justification is broken down by budget category for years 1 and 2.
Applications to Other Funding Bodies	Please provide details of other support given or applied for in connection with the current proposal. Please indicate whether any other grant applications relating to this project have been submitted, either to the British Academy or to any other funder. Applications submitted to the Academy by separate applicants will not be accepted if it is considered that both (or all, if more than two) applications relate to the same project, whose components would not be viable as independent pieces of research. The Academy has no objection to its grants being held in conjunction with awards from other bodies, provided that there is no duplication of expenditure. **Applicants are requested to keep the Academy informed of the outcomes of any other applications.** Failure to do so may jeopardise the application's prospects of success. In cases where simultaneous applications to the Academy and to another funding agency covering the same elements of a project are both successful, the applicant will be asked to choose which award to accept. Only if there is no duplication and no unnecessary inflation of a project will an applicant be permitted to retain both awards (subsequent requests to alter the plan of research simply to allow the applicant to retain both awards are unlikely to be considered favourably).

PAGE 7: EQUAL OPPORTUNITIES

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.**

PAGE 8: LEAD APPLICANT REFEREE STATEMENT / PAGE 9: LEAD APPLICANT HOD STATEMENT / PAGE 10: CO-APPLICANT HOD STATEMENT

All applications for Academy grants are considered in the light of referees' and Head of Department (HoD) comments. No application will be considered without the required number of references and HoD statements, which must be received by the specified deadline.

Please note that this scheme requires <u>one</u> nominated referee and <u>two</u> Head of Department statements.

No two references provided under the departmental support tab and the nominated referee tab can be from the same person. If this is the case then it may make the application ineligible, and alternative referees will need to be provided in accordance to the guidelines.

Completion of Nominated Reference and Heads of Department tab:
- To add a referee/Departmental support (HoD) email address click on the "Add referee" or "Add HoD" link, enter the email address and select the "check email" button
- If the referee/HoD's details appear, it means that they have an existing Flexi-Grant account under the email address entered. If so, select "contact now", adding whatever personal message you wish which will be added to the automatic Flexi-Grant message, followed by "save" in order to attach the referee/HoD to the application.
- If a form appears prompting you to enter the email address again and other details, it means that they do not have an existing Flexi-Grant account. You will therefore need to create an account for them. To do this, enter their details and then select "contact now", followed by "save" in order to attach the referee/HoD to the application.
- If you do not select "contact now" the details of the nominated referee or HoD will not be attached to the form. Please note that we do strongly advise that all candidates select the "contact now" button when invited to do so. This will send a message to your nominated referee alerting them to the fact that they have been asked to supply a reference for you, and explaining the next steps needed to be taken to do so.

PLEASE NOTE: It is vital that you enter the correct email address for your referee and HoDs as upon your application being approved by the co-host UK organisation, emails are sent automatically from Flexi-Grant to these individuals at the email addresses supplied on the application form with login details, and instructions for viewing the application and supplying the reference through Flexi-Grant. It is advisable, before adding a referee, to check whether your chosen referee has an account in the Flexi-Grant system, and the email address associated with this, to ensure that you do not create multiple email accounts for an existing user which will cause confusion.

PLEASE NOTE: References <u>must</u> be provided through the Flexi-Grant system. <u>They cannot be provided as an email attachment nor sent by post in hard copy.</u> Please bear this in mind when selecting a referee for your application and ensure that you nominate a referee with an active email address and who is happy to provide a reference through an online system.

It is the responsibility of the applicants to:
- contact referees and HoDs outside of the Flexi-Grant system to ensure that they have received details of their Flexi-Grant login and instructions for supplying their statements through Flexi-Grant. While the Flexi-Grant system is programmed to contact referees automatically, applicants should not rely solely on the electronic system to do so
- ensure that references are supplied through Flexi-Grant by the specified deadline
- keep track of the progress of references by viewing your Application Summary, accessed by clicking on the "Contributors" tab; by doing this you can view whether a reference has been completed or is still active
- remember that applications without references and Head of Department statements will not be eligible for consideration

It is advisable that you send your referee and HoDs a copy of Appendix 1 (found at the end of these notes).

Nominated Referee *	Applicants are required to nominate <u>one</u> referee and are advised to contact the referee by email outside the system to ensure that they are willing and available to provide the reference before the closing date for applications. Your referee should be familiar with your project and able to comment on its significance and feasibility, and on your abilities, independently and authoritatively.

	Please note that your referee should <u>not</u> be based at either the principal Applicant's or Co-Applicant's institution. The reference may be supplied by a scholar based either within or outside the UK, but must be written in English. Referees are contacted automatically by the Flexi-Grant system with full instructions about how to provide their reference in the system **before** the application has been submitted and approved by the UK co-host organisation.
Departmental Support *	The <u>two</u> Heads of Department should be based at the principal Applicant's overseas employing institution and the Co-Applicant's UK employing institution (the UK co-host institution). The Heads of Department are asked to endorse the application and demonstrate institutional support for the project. The statements must be written in English. If the Applicant's Head of Department is also their current mentor an alternative referee to supply the Head of Department's statement is required, e.g. Head of School/Faculty. If the Co-Applicant is also the Head of Department at the UK organisation, an alternative referee to supply the Head of Department's statement is required e.g. Deputy Head of Department or Head of School. Both Heads of Department are contacted automatically by the Flexi-Grant system with full instructions about how to provide their reference in the system. This reference must be provided **before** the application can be submitted and approved by the UK co-host organisation. Please note: Applicants/Co-Applicants who hold a fixed-term contract finishing before the end-date of the grant <u>must secure confirmation through their Head of Department Statement</u> that their contract will be extended to cover the duration of the award if their application is successful.

THE ACADEMY WILL ONLY PROCESS COMPLETE, SUBMITTED AND APPROVED APPLICATIONS

<u>SUBMITTING AN APPLICATION</u>

Once you have submitted your application for approval by the UK co-host organisation (i.e. the organisation which employs your UK-based Co-Applicant), automatic emails will be sent to the UK co-host organisation approver asking them to log on to the system. You will not be able to edit your application after it has been submitted to the UK co-host organisation for approval. The approver will either: approve and submit your application, 'send back' your application and contact you to request modifications, or decline your application and contact you.

If the UK co-host organisation approver requests modifications through the Flexi-Grant email facility, they can unlock your application, allowing you to edit it. They can do this by selecting 'Send Back'. An automatic e-mail will be sent to you alerting you of this fact. Once you have completed and saved the requested changes, please re-submit your application for approval by your employing organisation.

Once the UK co-host organisation has approved your application and submitted it to the British Academy it will not be possible to make any changes.

It is recommended that you check that your application has been approved in time. To see the details of the UK co-host organisation approver and to check the status of your application, you should log into Flexi-Grant and click on the link to the Application Summary.

Once your application has been submitted and approved, and your references have been received, you will not be contacted again by the British Academy until the final award decisions have been made, and you will not be required to do anything further in the Flexi-Grant system until that point. You can track the progress of your application by monitoring the Lifecycle Stages; to do this click "Manage" in the "My Applications" section. Please note that the eligibility stage in the lifecycle stages is an internal process and you do not need to do anything for this. **PLEASE NOTE: You will receive notification of the outcome of your application by email outside the Flexi-Grant system.**

Appendix 1

Guidance for Statement Providers and Referees on Flexi-Grant

If you have been detailed as a statement provider or nominated as a referee by an Applicant for a Newton Advanced Fellowship, this reference should be provided electronically via the British Academy's Flexi-Grant (electronic Grant Application and Processing) system - https://britishacademy.flexigrant.com

Once the Applicant has added you to their application you will be contacted by the system requesting your reference/statement of support. References/statements can be submitted before the round closing deadline. The deadline for the submission of references/statements is **Wednesday, 20th December, 2017, 5pm, (UK time).**

Obtaining your log in details:
Your login details will be dependent on the email address that the Applicant provided for you in their application. If you have never used Flexi-Grant before, an account will have automatically been generated for you using the email address supplied by the Applicant. If you have forgotten your password, do not know your password or are using Flexi-Grant for the first time, click the 'Forgotten Password?' link and enter the email address supplied by the Applicant in the application (Please contact the Applicant directly if you are unsure of the email address provided). An email containing a link to reset your password will be sent to you. Click on the link to set/reset your password. (Knowledge of previous passwords is not required.) Please note that the email link is time limited and will become inactive after 30 minutes of being requested. Therefore please only click on the 'Forgotten Password?' link when you are able to complete the process within 30 minutes.

Please note that your login details can also be used in future for any other tasks and are not just relevant to this reference.

Please note: The email address is the unique identifier on Flexi-Grant, so it is important that you always use the exact same email address that the Applicant has provided in the application when logging on to Flexi-Grant. If you are already registered on Flexi-Grant please advise the Applicant to use the appropriate email address.

Information required:
You may be asked specific questions related to the application so please log-on and look at the application and the reference/statement of support form before formulating your response. You may be asked about the Fellowship Applicant and/or the UK - based Co - applicant. You will not be expected to know either or both personally.

Please note: If the Applicant/Co-Applicant for which you will be providing a Head of Department Statement currently holds a fixed-term contract that is due to finish before the end-date of the grant, your statement <u>must include confirmation that their contract is due to be extended and will therefore cover the duration of the award</u> if their application is successful.

Word limits:
Please note that there will be a size limit imposed on the reference; please check your statement is within the limit. The limits refer to words.. We recommend that you first type and save the text in a word processor and check the word count before pasting it into Flexi-Grant. If you exceed the specified word count the system will not allow you to save and submit your reference.

Using Flexi-Grant:

The Flexi-Grant system automatically logs you out after periods of inactivity (typing is not considered activity). Therefore, we recommend that you save your work frequently or, preferably, write your reference in a word processor first and then copy the text into Flexi-Grant, using the following instructions:

1. Go to the Flexi-Grant website: https://britishacademy.flexigrant.com
2. Enter your email login. If you have never used Flexi-Grant before, an account will have automatically been generated for you using the email address supplied by the Applicant.
3. Enter your password. If you have forgotten your password, or are using Flexi-Grant for the first time, click the 'Forgotten Password?' link and enter your email address (the same one as entered by the Applicant). An email containing a link to reset your password will be sent to you. Please note that the email link is time limited and will become inactive after 30 minutes of being requested.
4. Click on ' 'My Applications''
5. Click on 'Provide Reference' (if you would like to view a PDF of the application first, click 'Print Application', or you may view the application form in its original format by clicking on 'View Application' on screen at the top of the reference form).
6. Complete all tabs of the reference/statement of support form and click on 'Save' at regular intervals as you proceed:
   - References/statements must be written in English. If a reference/statement is not submitted in English, it will not be accepted and may make the application ineligible.

Click on 'Save' and then 'Submit' (If the 'Submit' button does not appear, one of the mandatory fields, indicated with *, has not been completed. Please check all necessary fields are complete and click 'Save' again – the 'Submit' button should then appear.) When you have successfully submitted your reference/statement, you should get an acknowledgement on the screen, in the top left hand corner.

Contacting us:

If you encounter any other problems with accessing the referee form please contact us using the details below. It is helpful if you can provide the name of the Fellowship Applicant or the UK Co-Applicant, or either of their email addresses; at least one of these will be given in the reference request email.

Email: newtonfund@britac.ac.uk
Tel: +44 (0)20 7969 5288