International Exchanges Scheme – Standard Programme

1.   Overview

Aim: The International Exchanges Scheme is designed to offer a flexible platform for UK based scientists to interact with the best scientists around the world. Funds for a contribution towards travel, subsistence and research expenses can be requested for either a one-off short visit to explore opportunities for building lasting networks or for bilateral visits to strengthen emerging collaborations. This scheme is **not** intended to support continued research activities between a UK applicant and a co-applicant who was a former colleague or PhD student or to support other existing or recent collaborations between the applicant and co-applicant. Rather, the scheme is intended to stimulate new collaborations between scientists in the UK and overseas.

Subjects covered: All activities must be on a subject within the natural sciences, including: physics, chemistry, mathematics, computer science, engineering, agricultural, biological and medical research, geography and experimental psychology. The Royal Society does not cover social science, clinical or patient-oriented research.

Eligibility: Applicants must have a PhD or equivalent research experience and hold a permanent or fixed-term contract in an eligible university or research institute, which must span the duration of the project. Collaborations should be based on a single project involving (or lead by) 'the applicant' (UK based scientist) and 'the co-applicant' (overseas based scientist). For further details please refer to the 'Eligibility details' below.

Duration of funding: Awards are available for either up to 3 months, 1 year or 2 years.

Value: The funding available is dependent upon the length of the visit. Applicants may request:
- up to £3,000 for one-off travel lasting up to 3 months.
- up to £6,000 for multiple visits to be completed within 1 year (including a maximum of £1,000 for research expenses).
- up to £12,000 for multiple visits to be completed within 2 years (including a maximum of £2,000 for research expenses).

Please refer to 'Justification for Consumables' on **page 11** for a list of eligible and ineligible consumable items.

The Royal Society - Royal Society of Chemistry International Exchanges Award
Applications are encouraged for 2-year projects in the field of Chemistry from UK based scientists collaborating with researchers in Sub-Saharan Africa (excluding South-Africa). Up to £12,000 will be available for travel and subsistence including a maximum of £2,000 for research expenses.

Royal Society – Yusuf Hamied Foundation International Exchanges Award
Thanks to the support of the Yusuf and Farida Hamied Foundation, additional grants for collaborations with researchers in India are available through the Royal Society – Yusuf Hamied Foundation International Exchanges Award. Up to £12,000 is available for a 2 year project for travel and subsistence including a maximum of £2,000 for research expenses. Applications must be made through the Standard Programme.

Countries covered: The International Exchanges scheme accepts applications for collaborations with all countries outside of the UK.

Special collaborative cost-share programmes are currently in place with Ireland (RIA), Russia (RFBR), Argentina (CONICET), France (CNRS), China (NSFC), Taiwan (MOST) and Japan (JSPS). For details on how to apply under these specific cost-share programmes please download the version of the scheme notes entitled 'International Exchanges Scheme – Cost Share Programme'.

A collaborative programme is currently in place in partnership with Brazil (CONFAP), China (NSFC), Mexico (Mexican Academy of Sciences), South Africa (NRF), Turkey (TUBITAK), Malaysia (ASM and MIGHT) and Thailand (OHEC) as part of the Newton Fund. For details of how to apply under this specific programme please download the version of the scheme notes entitled 'Newton Mobility Scheme'.

Key Dates:

Round	2018 Opening Dates	2018 Closing Dates (15:00 UK time)	Latest Project Start Dates
2018/R1	16 January	13 March	14 September 2018
2018/R2	10 April	30 May	10 December 2018
2018/R3	14 August	02 October	18 March 2019

Results available: Results of the competition will be available about 4-5 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. If not, please email: international.exchanges@royalsociety.org or call +44 (0) 207 451 2532.

The following scheme notes set out the eligibility and application process of the International Exchanges Scheme – Standard Programme.

Please read through the entire document before proceeding

2.   Eligibility Details

Applicants
- The UK based scientist and/or project leader (the applicant) and the overseas based scientist and/or project leader (the co-applicant) must have completed a PhD or have extensive experience at an equivalent level at the time of application.
- The applicant and co-applicant must hold a permanent or fixed term contract for the duration of the award in an eligible organisation in their respective countries. Ineligible organisations include industrial, private and commercial organisations, university spin-out companies, and governmental bodies.
- The Applicant and co-applicant must be based in their respective countries/institutions at the time of application.
- Applications have to be new collaborations. This scheme is not intended to be used to extend an ongoing project or collaboration. Collaborations should be based on a single project involving (or lead by) the lead applicant (UK based researcher) and the co-applicant (Overseas based researcher).
- Applications must be started by the applicant on behalf of the co-applicant and the respective teams i.e. the application must be initiated through the Flexi-Grant® application portal of the applicant, which can be accessed when logged into the system.
- Applicants are not permitted to submit more than one application per round (deadline).
- Holders of a current International Exchanges award with the same overseas country as the (proposed) application may not apply until the project has ended and the final report has been submitted.
- Retired scientists who are still active in science must submit their application through an eligible UK institute. If this is not possible please contact us for further advice at least two weeks before the deadline.

Activity
- All activities must be on a subject within the natural sciences, including: physics, chemistry, mathematics, computer science, engineering, agricultural, biological or medical research, geography and experimental psychology. The Royal Society does not cover social science, clinical or patient-oriented research.
- Collaborations should be based on a single project.
- Applications can only support travel between the UK and the overseas collaborator's country; costs for travel between a third country are not eligible.
- Activities must start no earlier than 4 months after the closing date and no later than the dates outlined in the 'Key Dates' table on page 2.
- Activities fundable under this scheme are as follows:
    - **One-off visit collaborations**
        - One visit to be taken in either direction i.e. either the applicant undertakes a visit to the overseas institute or the co-applicant visits the UK institute.
        - Visits to last between 1 week-3 months
        - Up to £3000 available
    - **Multiple visits collaborations**
        - Collaborative visits to be undertaken over a period of either up to:
            a. 1 year with up to £6000 available, £1000 of which can be spent on consumables
                or
            b. 2 years with up to £12000 available, £2000 of which can be spent on consumables
        - Visits must be bilateral meaning that the applicant and co-applicant and/or project participants must undertake at least one visit to the overseas collaborating institute during the award period.
- Any project participants must be working in a UK/overseas university or research institute. The Royal Society would like to encourage the participation of junior scientists such as PhD students or post-doctoral researchers.

- Only participants based at the same institution and working within the applicant's or co-applicant's research group directly involved in the collaborative project are eligible to claim travel and subsistence against the award should the application be successful.

UK Host Organisation approval and Departmental Support
- The UK Host Organisation approver must approve the completed application by the submission deadline.
- The following individuals must be listed under the Head of Department pages of the application form and they can be invited under the Participants tab displayed on the Application Form Summary page:
  - The **applicant's** Head of Department
  - The **co-applicant's** Head of Department
- It is recommended that the Departmental Support should be completed at least **5 working days** before the submission deadline to ensure there is sufficient time for organisational approval.

Note: if either the applicant or co-applicant is the Head of Department, then details of the individual to whom they report to must be supplied instead i.e. Head of School or Head of Faculty or Dean.

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

3.   Application Guidance Notes

Assessment Criteria
The primary considerations are listed below. Successful applications should be strong in all respects:
- The research background of the UK and overseas scientist
- The strength of the scientists and institution in the area of proposed research
- The mutual benefit of the collaboration
- The strength of the proposal
- The potential contribution to the UK science base
- The potential for long-term collaboration

Using Flexi-Grant®
Applications can only be submitted online using the Royal Society's Grants and Awards management system (Flexi-Grant®) via **https://grants.royalsociety.org.** Support, FAQs and troubleshooting can be found via http://royalsocietyapplicantsupport.fluenttechnology.com/support/home. If you have not previously used Flexi-Grant®, please follow the registration process from the Flexi-Grant® homepage. **Paper-based applications will not be accepted.**

Before completing the online form, all applicants should check that they comply with the eligibility requirements and ensure all necessary information is presented in the application. These requirements are strictly adhered to and applications without all the necessary information, or evidence to show the assessment criteria are met, will be rejected.

ORCID identifier: All applicants applying to the Royal Society will be required to obtain an ORCID (Open Researcher and Contributor ID) identifier before they can commence their application. ORCID maintains a registry of unique researcher identifiers and a transparent method of linking research funding, research publications, research data and any other research outputs to these unique identifiers. You can register for an ORCID identifier via https://orcid.org/register.

Further information about the Grants and Awards Management system can be found via https://royalsociety.org/grants-schemes-awards/grants/flexi-grant/.

Inviting Participants
All applications must be commenced by the UK applicant. The overseas partner will be considered as the co-applicant. The required participants (i.e. co-applicant and Heads of Department) can be invited through the Participants tab displayed on the Application Form Summary page. Under this section, please select 'invite' and enter the e-mail address of the participant and send the invitation. Once the recipient has accepted your invitation, their status will be displayed as 'active'. Upon completion of their section of the application form, their status will be displayed as 'complete'. You will not be able to submit your application form until the status of all participants' shows 'complete'. You can monitor the progress of your participant's activity through this section of the application form, and issue reminders as required. **Once participants have completed all their sections of the application form, please remind them to select 'Save & Submit' on the application form page or select 'Submit your contribution' on the summary page.**

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

Research Support Role

The Research Support role displayed under the participants tab is an optional role, which allows you to invite an individual from the relevant UK Host Organisation research support team to review and amend the application prior to submission. The primary purpose is to ensure that the requested finances have been recorded correctly for this specific grant programme. As this is an optional role, it will not affect your ability to submit your application for approval.

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

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 Summary**
> **Eligibility Criteria**
> **Contact Details (UK applicant/team leader)**
> **Lead Applicant Career Summary (UK applicant/team leader)**
> **Co-applicant Overseas Career Summary (Overseas applicant/team leader)**
> **Research Proposal**
> **Use of Animals in Research**
> **Financial Details**
> **Applicant Declaration**
> **Head of Department Support (of the UK applicant/team leader)**
> **Head of Department Overseas Support (of the overseas applicant/team leader)**

A full list of question fields to be completed as part of the application can be found in the following pages.

Please note that questions with * are mandatory fields, which is typically the majority of questions. You will only be able to submit your application for approval by the Host Organisation once all sections of the application form have been marked as complete, and your participants have marked their work as complete (please check the status of participants under the participants tab on the application form summary page). Late applications will not be accepted.

In the following table each box represents a page of the application form; the left-hand column contains the questions within each of these pages as set out in the form; the right-hand column contains useful guidance on its completion.

<div align="center">

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

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Page Summary	
Summary table	The summary page of the application form provides instructions for submission of your application for approval from the UK Host Organisation. In addition you are provided with an overview for each section of your application form, 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. co-applicant, Heads of Department and Research Support (optional)) who will partake in the application form. Instructions for inviting participants can be found under the 'Participants' tab on the application summary page.

	Note: you will only be able to submit your application for approval by the UK Host Organisation once all sections of the application form <u>and</u> participants' status are completed.

1. Eligibility Criteria	
Eligibility Criteria *	Confirm that the applicant and co-applicant meet the eligibility criteria. Details of the eligibility criteria can be found on page 4.

2. Contact Details	
Title, Names, address, organisation and country *	Review and complete your **personal details** accurately. 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'. Please amend the contact type of your Head of Department by clicking on 'edit', and under the contact type field, select the 'Head of Department'. **Organisation:** this table will automatically display details of the intended UK Host Organisation '**marked by a tick**' which you selected previously. This is where the award will be administered, which may differ from your current organisation
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.

3. Lead Applicant Career Summary and 4. Co-applicant Overseas Career Summary	
Full name *	Please enter your full name, including title below. **(Co-applicant only)**
Title of Current Position *	Please state the title of your current position. *(20 words max.)*
Current Employer *	Please enter the official organisation name of your current employer.
Current Department*	Please enter details of your current department name (e.g. Department of Astrophysics).
Country *	Please select the country where your current employer is based. **(Co-applicant only)**
Current Position Start Date *	Please enter the date when your current position started.
Current Position end Date *	Please enter the date when your current position is expected to finish. If you are on a permanent contract please enter **31 December 2050** as your end date.
Qualifications *	Please list all your qualifications in reverse chronological order. **Note:** Please retrieve your qualifications from ORCID or list all your qualifications in reverse chronological order.
Career History *	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.

	Note: Please retrieve your career history from ORCID or list all your posts and the dates in reverse chronological order.
List your key and/ or relevant publications *	Please provide details of authors, titles and references of your best publications in refereed journals, in reverse chronological order. You should choose not only the best but also those most relevant to the application to support your case. Please provide up to **five** of your best publications. **Note:** Please retrieve your key publication from ORCID or list your publication n reverse chronological order.
Field of Specialisation *	Please enter details of your field(s) of specialisation. *(20 words max.)*
Subject Group *	Please select the subject group that most closely reflects your area of research from the drop-down menu.
Summary of Your Current Research *	Please provide an outline summary of your present research. Please also include a brief comment on the strength of your organisations. *(200 words max.)*
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 below. If you do not hold a PhD please enter 00/00/0000.

5. Research Proposal

Project Title *	Please give the full title of your proposed project. *(20 words max)*
Start Date *	Please enter the proposed start date of the project. Activities must start no earlier than 4 months after the application closing date and no later than the latest project start date mentions on page 2.
End Date *	Please enter the proposed end date of the project. This must be either 3 months, 1 year or 2 years from the start date.
Subject Group *	Please select the subject group that most closely defines the research area of the research proposal from the drop-down menu.
Subject Area*	Please select one or more subject areas that most clearly defines the research area of the research proposal from the subject sub-category list.
Research Aims *	Please state your scientific aims. *(250 words max.)*
Lay Summary *	Please provide a lay summary of your proposed project. This should be understandable by a layperson. Explain why you have chosen to work in this subject area and what it is about your proposed research that you find particularly exciting, interesting or important. If applicable, please also explain the potential impact or wider benefits to society of your research. *(250 words max.)*
Research Proposal *	Please provide details of your research proposal. Your proposal should also include an outline of the nature and purpose of your research project including a description of the experimental methods and techniques to be used. *(500 words max.)*
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. *(200 words max.)* The Society supports science as an open enterprise, and is committed to ensuring that data outputs from research supported by the Society are made publically available in a managed and responsible manner, with as few restrictions as possible. Data outputs should be deposited in an appropriate, recognised, publically available

	repository, so that others can verify and build upon the data, which is of public interest.
	The Society does not dictate a set format for data management and sharing plans. Where they are required, applicants should structure their plan in a manner most appropriate to the proposed research. The information submitted in plans should focus specifically on how the data outputs will be managed and shared, detailing the repositories where data will be deposited. In considering your approach for data management and sharing, applicants should consider the following: • 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?
Participants *	List other project participants from both teams, their current academic role/post and why you wish to include them on the project. Participants include PhD students, post-doctoral researchers and any other research staff members from both teams. *(200 words max.)* **Note:** There are no restrictions on the number of participants per team but only participants working within the applicant's and co-applicant's research group directly involved in the collaborative project are eligible to claim travel and subsistence against the award should the application be successful.
Benefits to individuals/ institution *	Please describe clearly the planned outcomes and any potential benefits that will result from the proposed collaboration for you, the co-applicant and the respective organisations. Please comment on the added value of the collaboration, and the intentions for sustaining the partnership in the longer term. *(200 words max.)*
Benefits to UK *	Describe any potential benefits to the UK, and UK research that will result from the proposed project. *(200 words max.)*
Benefits to Overseas Country*	Describe any potential benefits to the overseas country and/or country of origin that will result from the proposed project. *(200 words max.)*

6. Use of Animals in Research
The Royal Society is committed to supporting the development of alternative methods to reduce and/or replace the use of animals in research. Applicants proposing to use animals in their research must ensure that the use of animals falls within the regulations stipulated in the Animals (Scientific Procedures Act) 1986 and subsequent amendments. Additionally, applicants should continually be aware of developments in best practice, and adopt the principles of the 3Rs (**https://www.nc3rs.org.uk/the-3rs**) when designing and conducting experiments on animals.

As a funder of research, the Society takes its responsibilities towards the UK Animals (Scientific Procedures Act) 1986 seriously, and requires applicants to consider the questions below when preparing grant applications that include the use of animals.	
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.

7. Financial Details	
Duration *	Specify the duration of your project: 3 months, 1 year or 2 years.
Budget Table *	You are permitted to claim total costs for: • Consumables (inc. field work). **Note:** £0 for 3 months, up to £1,000 for 1 year or up to £2,000 for 2 years project duration • Travel (inc. subsistence) The grand total of Travel (international), Subsistence and Consumables (inc. field work) are calculated automatically. **Note:** up to £3,000 for 3 months, up to £6,000 for 1 year or up to £12,000 for 2 years duration.
Justification for Consumables (incl. fieldwork) *	Please fully justify your request for consumables, including expenses for fieldwork. *i.e. Item 1: cost; Item 2: cost i.e. Computer software: £500; Visa charges (x4): £200 etc.* **Eligible consumable** costs include Visa charges, police registration fees, postage and printing, books, reagents, computer software, stationery for overseas visitors whilst in the UK, fieldwork expenses, and animal and plant licence fees. **Ineligible consumable** costs include but are not limited to Publication costs, computer hardware, bench fees, conference registration fees, travel to conferences, departmental costs/overheads, access charges, medical insurance, excess baggage, expenses relating to accompanying dependents, contributions towards salaries, costs involving travel to a third country and costs incurred by project participants not associated with the applicant organisations.
Justification for Subsistence *	Please fully justify your request for subsistence. Fully justify your request for subsistence detailing accommodation, food and local travel costs to be incurred as a result of the International Travel/visits detailed above. You must complete a provisional visit plan for the duration of the award presenting the details as follows as this will enable us to easily asses the eligibility of your application: *i.e. Last name of individual 1: Length of visit, Estimated date of visit, Destination, Cost; Last name of individual 2: Length of visit, Estimated date of visit, Destination, Cost i.e. Professor Smith: 2 months, Nov 2011, Taipei, £800; Professor Wang: 3 months, April 2012, UK, £1,000 etc.*
Justification for Travel *	Please provide justification for the amount requested. Provide justification for the amount requested for international travel to be undertaken and the cost of individual travel expenses**.** **Note:** international & national airfares are expected to be economy/APEX rates.

	You must complete a provisional visit plan for the duration of the award presenting the details as follows as this will enable us to easily asses the eligibility of your application: *i.e. Last name of individual 1: Length of visit, Estimated date of visit, Destination, Cost; Last name of individual 2: Length of visit, Estimated date of visit, Destination, Cost i.e. Professor Smith: 2 months, November 2011, Taipei, £600; Professor Wang: 3 months, April 2012, UK, £900 etc.*

8.   Applicant Declaration *
Please declare that: - You have read the Terms and Conditions of Award under which Royal Society grants are awarded and, if a grant offer is made, you agree to abide by them.   - 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.   - Please note that your declaration will be taken as a sign that your electronic signature is the legal equivalent to your wet signature on this application form

9.   Head of Departmental Support and 10. Head of Department Overseas Support *
The lead applicant/co-applicant must invite both Heads of Department from the overseas and UK organisation to provide their support. Please check which email address the Heads 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 Heads of Department is expected to supply their contact details and tick Yes or No to the following statement: The applicant/ co-applicant will be provided with adequate space and access to resources within my department.

4. Review Process

- All applications to the International Exchanges Scheme are reviewed and assessed by two members of the selection panel who have the most appropriate scientific expertise using the criteria detailed on page 6.
- It is expected that applicants will be notified of the outcome of their application by email approximately 4 months after the application deadline.

Please be assured that the Royal Society specifically requests anyone involved in reviewing applications to consider them in confidence.

Appendix 1: Application Submission Process Flow Diagram

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Applicants fill in form online via Flexi-Grant®

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Both Head of Departments submits their support via Flexi-Grant®

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

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ROUND CLOSES
Final submission to the Royal Society by deadline **15:00 UK time**
2018/R1: 13 March 2018
2018/R2: 30 May 2018
2018/R3: 2 October 2018

➡ Non-submissions: Rejection

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Application is checked for eligibility and provision of support from **both** Heads of Department

➡ Rejection

⬇

Application enters selection process

➡ Rejection

⬇

AWARDED