

# The Newton International Fellowships Scheme

## Overview

The Newton International Fellowships Scheme is an initiative of the UK's leading academies - the British Academy, The Royal Academy of Engineering, and the Royal Society. The Scheme has been established to select the very best early stage post-doctoral researchers from all over the world and enable them to work at UK research institutions for a period of two years. The Scheme covers researchers in all disciplines covered by the three academies - natural and social sciences, engineering and humanities.

## Objectives of the Newton International Fellowships Scheme

- To ensure the UK engages with the best post-doctoral researchers, across all disciplines of natural and social sciences, engineering and the humanities, from around the world.
- To provide an opportunity for post-doctoral researchers at an early career stage from any country outside the UK to work at a UK research institution for up to two years.
- To foster long-term relations between Newton 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 provision of further funding for Newton Fellows for up to 10 years for follow-on activities, to enable links with UK based researchers to be maintained and developed. This is expected to facilitate, in the longer term, improved access to international centres of excellence for UK-based researchers.

## Closing and result dates

The closing date for the first round of applications will be 4 August 2008. Results are normally available 3 months after the closing date.

## Duration and Level of Funding

Fellowships are tenable for a period of two years. Funding will consist of £24,000 per annum for subsistence costs, and £8,000 per annum research expenses, as well as a one-off payment of £2,000 for relocation expenses.

## Alumni funding for Newton Fellows

Every Newton Fellow is eligible to receive annually up to £6,000 for up to ten years following the tenure of their Fellowship to support networking activities with UK-based researchers.

## Contribution to Overheads

Newton International Fellowships will **not** be costed on the basis of full economic costing (FEC). Instead, awards will include a contribution to the overheads incurred, at a rate of 50% of the total award to the visiting researcher. (For example: award is £34,000 in the first year (£24,000 + £8,000 + £2,000), contribution to overheads is £17,000; total value award for first year is £51,000.)

## Contact Information

Any 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 or the 'Questions' page on the website:

Newton International Fellowships  
6-9 Carlton House Terrace  
London SW1Y 5AG  
Tel +44 (0)20 7451 2555  
Fax +44 (0)20 7451 2543  
Email [info@newtonfellowships.org](mailto:info@newtonfellowships.org)  
Web <http://www.newtonfellowships.org>

# Eligibility and assessment criteria

## Applicant

- Applicants should have completed a PhD and have up to six years' postdoctoral experience, or equivalent experience at a comparable level.
- Applicants in the final stages of their PhD will be accepted, provided that the PhD will be completed before the start date of the Fellowship. Confirmation of award of the PhD will be required before any Fellowship award is confirmed.
- Applicants should be working outside the UK and should not hold UK citizenship at the time of application. Researchers already based in the UK are not eligible to apply.
- Contact between the Sponsor 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 three implementing academies will not be able to assist in locating a UK Sponsor.
- Applicants must be competent in oral and written English. The UK Sponsor must confirm their competency on the application form.

## UK Sponsor and host organisation

- The UK Sponsor 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.
- The UK Sponsor must be an established researcher of post-doctoral (or equivalent) status and must make all the necessary practical and administrative arrangements for duration of the Fellowship.
- Researchers working in governmental research institutes are not excluded from acting as sponsors but they must explain in their application why their institute is not funding the Fellowship.
- Applications cannot be accepted from private or commercial organisations.

## Discipline remit

- The Scheme is open to applications from all subject areas of the natural sciences, engineering, social sciences and humanities covered by the three academies.

## References

- Four reference statements are required for this application: (i) a statement of support from the head of department at the Applicant's home institution; (ii) a statement of support from the head of department at the UK organisation; (iii) statements from two nominated experts who can provide unbiased comment on the field of research, and on the Applicant and/or the UK Sponsor. At least one of the nominated experts must be a UK researcher. Please see Nominated Referees section of the application process for further information.
- All references must be completed no later than 5 working days after the deadline. Any application with insufficient references will be rejected.

## Timing

Fellowships must start before 31 March 2009.

## Assessment criteria

The primary considerations are listed below. Successful applications should be strong in all respects:

- The academic research background of the Applicant
- The quality of the proposed research project
- The expected benefits for the career development of the Applicant
- The track record of the UK Sponsor and host organisation in the area of proposed research
- The suitability of the UK Sponsor and host organisation for the Applicant's research project
- The additional benefits for the UK Sponsor and host organisation.

# How to complete the Fellowship application process

## Using e-GAP<sup>2</sup>

Applications can only be submitted online using the electronic Grant Application and Processing (e-GAP<sup>2</sup>) system: <https://newtonfellowships.org> (or directly via <https://e-gap.royalsociety.org>). If you have not previously used e-GAP<sup>2</sup>, please follow the registration process from the e-GAP<sup>2</sup> homepage.

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 necessary information, or evidence to show the assessment criteria are met, will be rejected.

**All applications must be submitted to the UK host organisation for approval before they are accepted as complete. Please allow them at least 5 working days to authorise and submit your application on e-GAP<sup>2</sup>. Applications not approved before the deadline will be deleted after the closing date. Late applications will not be accepted.**

Please note the following:

- Save information entered as you proceed: you may be automatically logged out after a long period of inactivity and any unsaved information will be lost.
- Use all the space available in any text box and the text will wrap automatically: do not overuse the 'return' key; there is maximum number of lines available as well as a character limit.
- The character count includes spaces between words, symbols and punctuation. Text may be cut short if it is over the limit; please check all information has been saved correctly.
- You are advised to print your application and check that no information is omitted before submitting for UK host organisational approval: once submitted you will not be able to edit your application without asking the UK host organisation to return it to you.

## The application process

The 'Funding schemes' section of your e-GAP<sup>2</sup> account will show all rounds currently open for application and any applications you have made. To make an application click on 'Apply now' in the required round: the scheme name description and round deadline are displayed here.

The application can be completed by using the navigation tabs on the e-GAP<sup>2</sup> screen. It is divided into several sections:

**Application Summary**  
**Applicant Personal Details**  
**Applicant Career Summary**  
**Co-Applicant Personal Details (UK Sponsor)**  
**Co-Applicant Career Summary (UK Sponsor)**  
**Organisations**  
**Proposal**  
**Financial Details**  
**Nominated Referees**  
**HoD Statement**  
**Equal Opportunities**

A full list of the required fields can be found in Appendix 1.

## Application Summary

Once you have started your application this will show the status i.e. draft incomplete / submitted (to UK host organisation) /approved (authorised by UK host organisation and submitted for consideration).

- It also shows the status of all sections of the application; 'complete' is indicated by a green tick and 'not completed' by a red tick box.
- Information on the deadline for this round can also be found on this page.

### **Applicant Personal Details (to be filled in by candidate)**

The Applicant should provide the necessary personal details:

Title  
First name  
Surname (family name)  
Address  
Country of residence  
Nationality  
Email  
Telephone number  
Fax number

### **Applicant Career Summary**

This section requires details on your academic position, institution, department and start date of present employment. It also requires information regarding your field of specialisation, list of publications and statement of qualifications and career history including the date of your PhD and your present research.

Statement of qualifications and career (Please list posts and dates in reverse chronological order, including awards and prizes. Please also include qualifications and dates obtained. 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.)

Field of specialisation (max 200 characters)

List of publications (*800 characters* - Please provide details of authors, titles and references of up to five of your recent 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.)

Subject Group (choose from drop down menu)

Subject (choose from drop down menu)

Date PhD received (or expected if not yet received)

Present research (*1,500 characters*; an outline summary)

Present Position plus start date

Present Department

Previous Support (Please provide information on any awards received during the last two years.)

### **Co-Applicant Personal Details (to be completed by UK Sponsor)**

**Please note that in order for your UK Sponsor to have access to the application form, they must also have an e-GAP<sup>2</sup> user account and you must share the application with them. To do this, on the 'Co-Applicant Personal Details' tab click 'Add Co-Applicant', enter their email address and then click 'Next'. You must confirm their details and then click 'Next'. You must then tick the sections of the application that your UK Sponsor needs to view or edit. It is essential for them to have access to the 'Co-Applicant Personal Details' and 'Co-Applicant Career Summary' sections, as well as the 'Proposal' section. It is up to you whether to allow them access to other sections.**

The UK Sponsor should provide the necessary personal details:

Title  
First name  
Full name  
Address  
Country of residence  
Nationality  
Email  
Telephone number  
Fax number

### **Co-Applicant Career Summary** (to be completed by UK Sponsor)

This section requires details of your academic position, institution, department and start date of present employment. It also requires the information regarding your field of specialisation, list of publications and statement of qualifications and career history including the date of your PhD and your present research

Statement of qualifications and career (please list positions held over previous 5 years – in reverse chronological order)

Field of specialisation (max 200 characters)

List of publications (*1000 characters* - Please provide details of authors, titles and reference of up to five of your recent 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.)

Subject Group (choose from drop down menu)

Subject (choose from drop down menu)

Present research (*1,500 characters*; an outline summary)

Present employment plus start date

Present Department

Previous Support (Please provide information on any awards received during the last two years.)

### **UK organisation details**

This section allows you to choose the UK host organisation from the list of eligible institutes; you must select the organisation which will be hosting the Fellowship.

- If your host organisation is not listed please contact us for assistance; it can take a few days to set up a new institution so act quickly if the deadline is approaching. Please check the eligibility requirements to ensure your institution is eligible.
- When you submit your application, the UK host organisational approver will be emailed to notify them your application is awaiting their authorisation; we strongly advise that you contact them before submitting if:
  - you are applying less than 5 days before the deadline
  - your application has not yet been approved within 5 days of the deadline
- It is the Applicant's responsibility to ensure the application is approved before the deadline.

### **Proposal**

This section requires the details of the proposed research.

- Please give the title of the proposed research and a general description of the work 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
  - a realistic research programme, describing the activities that will take place, and explaining how they will contribute to the achievement of the research objectives
- Please provide details of any previous contact with your UK Sponsor and indicate whether you have met them personally.
- The 'Objectives and benefits' fields should be used to describe clearly the planned outcomes and any potential benefits that will result from the Fellowship for you, your UK Sponsor and to the two countries in general.
- Please choose the term that best describes your knowledge of English (reading, writing, speaking): bilingual/fluent/good/moderate/basic.
- If you will be accompanied by a partner or dependent(s) please give brief details (if not, please enter N/A). Please note that the Fellowships are not intended to cover the costs of partners or dependents, and such costs are your own responsibility.
- Potential applications that you have submitted for other fellowships
- Support (current supervisor) Your current supervisor must upload a statement of support for your proposed Fellowship. This must be on institutional headed paper and be signed, electronically if necessary.
- Support (UK Sponsor) Your UK supervisor must upload a statement of support for your proposed Fellowship. This must be on institutional headed paper and be signed, electronically if necessary.

### **Nominated Referees**

Statements from two nominated referees are required; please provide details of the nature of the professional relationship between the referees and Applicant.

The guidelines for choosing a nominated referee are as follows:

- The primary consideration is that he/she is able to comment independently and authoritatively on 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 Sponsor.
- Nominated referees from the same institution as the Applicant or UK Sponsor will not be accepted. The referee must not be a member on the assessment panel for this Scheme or a member of any of the academies' Councils.

### **HoD Statements (Heads of Department)**

Statements will be requested from the heads of department at the UK organisation and the Applicant's institution. If the Applicant or the UK Sponsor is the head of department they must find another suitable referee within their institution to complete the head of department statement e.g. Deputy Head or Head of School.

The Applicant should confirm with all referees, including HoDs, that they are willing, and available, to give an online reference as described in the referee's Guidance (Appendix 2 of this document) before submitting the application. If, after submission, any of your referees will not be able to complete their reference, please contact us with details of an alternative.

- Please pay particular attention to ensure you give the **correct email address** of any referee in the application. On submission of the application all referees will automatically be contacted by email to request the reference via the e-GAP system.
- No provision is made for non-receipt of these emails; please check the referee has been contacted and received their log-in details.

**It is the Applicant's responsibility to ensure that referees' statements are submitted in time.**

Please provide referees with a copy of the referee's Guidance (Appendix 2)

**All references should be submitted no later than five working days after the deadline.**

**Incomplete references will mean that an application is deemed to be ineligible.**

### **Financial details**

The Newton International Fellowship Award will cover subsistence, relocation, and research expenses at fixed levels quoted in these notes. We will also make a contribution to the overheads incurred by the project; this will be equal to 50% of the total award and will be worked out automatically.

Payments to 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.

- Start date – Please provide the estimated start date of the Fellowship. This must be before 31 March 2009.
- Duration of award – This is expected to be two years.
- Please provide details of the funding required for each year of the Fellowship under the relevant headings. Newton Fellowships are tenable for two years.
- Subsistence - The annual subsistence rate is fixed at £24,000, adjusted to inflation in the second year of the Fellowship. If you enter an incorrect amount this will be changed upon receipt of your application.
- Research costs - Newton Fellows are entitled to £8,000 per annum which can be spent on: equipment, consumables or travel within the UK or internationally. Please enter the amount required in the relevant boxes ensuring the total is not larger than £8,000 per year.
- Relocation Expenses - Newton Fellows are entitled to £2,000 relocation expenses for the duration of the Fellowship. Please enter £2,000 under year 1, in 'Travel International'.
- The Subtotals and Total will be calculated automatically.
- The Award includes a fixed contribution towards the overheads incurred by the project. This will be exactly 50% of the total award for the Fellow.
- The overall total of funding requested will be calculated automatically.

### **Ethical policy**

- Applicants are expected to ensure that any ethical issues arising from their research projects will be covered by the relevant professional Code of Conduct. Where this does not apply, Applicants are expected to ensure that ethical approval is obtained from the host organisation.
- For research projects involving the use of animals for experimentation, Applicants must comply with the 'Statement of the Royal Society's position on the use of animals in research'. The Statement can be found at <http://royalsociety.org/document.asp?tip=0&id=5223>

### **Equal opportunities**

The British Academy, The Royal Academy of Engineering, and the Royal Society are committed to an equal opportunities policy in the provision of grants and awards. Please help us to ensure the effectiveness of this policy by providing the information requested. The information will be kept separately from the rest of your application and will not be seen by those involved in making decisions. The information provided forms a confidential statistical record/database in accordance with the Data Protection Act and it will not be used for any purpose other than analysis of the Society's Equal Opportunities Policy. Your assistance in this matter would be much appreciated, but you can tick 'opt out' if you do not wish to input this information.

### **Other sections/buttons**

- Information – you can download the scheme notes, conditions of award or other supporting documents here.
- Submit for approval – once all sections have been completed this button will become active, please check through your application carefully before submitting.
- Offers – this will only become active if your application is successful and you have been offered an award.
- Share application – you can use this button to allow others to view your application through their e-GAP accounts: provide the email address they use as their log-in, or choose to share it with the Newton office if you need advice during the application process.
- Delete/recover application – if you do not want to apply you can use this to delete your application, once deleted you can recover your application for up to 7 days after the time of deletion.

### **Hints and tips**

The Scheme is competitive and as such it is important to make the best case for your application. You should:

- Include all relevant information and supporting arguments in the application; the application stands alone and there is no opportunity for reconsideration on further evidence after assessments have been made.
- Pay close attention to the assessment criteria to ensure you are providing the necessary information to show how your application meets these.
- Present your application clearly; evidence of good planning, financial responsibility and measurable outcomes can be as important as excellent research.

## Appendix 1

### Full application data:

Character limits are given in brackets and include spaces.

<p><b>APPLICANT PERSONAL DETAILS</b> Title First Name Surname Address Country Nationality Email Telephone Fax</p> <p><b>APPLICANT CAREER DETAILS</b> Statement of qualifications and career Field of specialisation (max 200 characters) List of publications (800 characters) Subject Group Subject Present research (1500 characters) Date PhD received Present Position plus start date Present Department Previous Support</p> <p><b>CO-APPLICANT PERSONAL DETAILS</b> Title First Name Surname Address Country Nationality Email Telephone Fax</p> <p><b>CO-APPLICANT CAREER DETAILS</b> Statement of qualifications and career Field of specialisation (200 characters) List of publications (1000 characters) Subject Group Subject Present research (1500 characters) Date PhD received Present Position plus start date Present Department Previous Support</p>	<p><b>PROPOSED FELLOWSHIP</b> Subject group Subject Title of proposed research (100 characters) Research Aims - General purpose (8,000 characters) Start date/end date/duration Previous contact (500 characters) Benefits of research to individuals and institutions (1000 characters) Benefits to the UK (1000 characters) Benefits to overseas country (1000 characters) Language details Potential Applications Support (Current supervisor) Support (UK Sponsor)</p> <p><b>REFERENCES</b> Nominated Referee 1 Nominated Referee 2</p> <p><b>HoD Statements</b> UK Head of department Overseas Head of department</p> <p>Please supply Name Position and email address – referees will be contacted automatically via e-GAP<sup>2</sup></p> <p><b>We recommend that you provide referees with a copy of your application and of the attached guidance for referees.</b></p> <p><b>FINANCIAL DETAILS</b> Subsistence Equipment Consumables Travel UK Travel International – including relocation cost Yr 1 Indirect Costs – 50% of the above Start date Duration of Fellowship Justification of requested costs - optional</p>
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## Appendix 2

# Guidance for Referees on e-GAP<sup>2</sup>

If you have been nominated as a referee by an Applicant for a Newton International Fellowship, this reference should be provided electronically via e-GAP (electronic Grant Application and Processing): <https://newtonfellowships.org> (or directly via <https://e-gap.royalsociety.org>).

Once the Applicant has submitted their application you will be contacted by the system requesting your reference. References can be submitted before and up to 5 working days after the deadline. If you will not be available to complete the reference in this time please inform the Applicant and/or the office.

### Obtaining your log in details

If you have used e-GAP<sup>2</sup> before you will be asked to log-in using your password previously supplied. If you do not remember this you can receive a reminder from the log-in page or by contacting [e-gap@royalsociety.org](mailto:e-gap@royalsociety.org).

If you have not used e-GAP<sup>2</sup> before you will be sent an email containing your log-in details to access e-GAP<sup>2</sup>. NB these 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 e-GAP<sup>2</sup>, so it is important that you always use the exact same email address that the Applicant has provided when logging on to e-GAP<sup>2</sup>. If you are already registered on e-GAP/ e-GAP<sup>2</sup> please advise the Applicant to use the appropriate email address.

### Viewing the application and the referee form

When you have the necessary login details you should go to e-GAP<sup>2</sup>, login, and go to:

- TASKS
- Reference List
- Click on 'View' next to the name of the Applicant in the list.

You will have the option to view the application online. Please fill in all of the sections on the form, save this information and then submit it to the office, ensuring that you then get acknowledgement of this on the screen.

### Information required

You will be asked specific questions related to the application so please log-on and look at the application and the reference form before formulating your response. You may be asked about the Fellowship Applicant and/or the UK Sponsor. You will not be expected to know either or both personally.

NB There will be a size limit imposed on the reference, please check your statement is within the limit.

### Using e-GAP<sup>2</sup>

Please note the following:

- Save information entered as you proceed: you may be automatically logged out after a long period of inactivity and any unsaved information will be lost.
- All text boxes have maximum character limits which include spaces between words, symbols and punctuation: text will not save if it is over the limit. Please check all information has been saved correctly before logging out.

### Contacting us:

If you do not receive your password or 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

## **Appendix 2**

of the Fellowship Applicant or the UK Sponsor, or either of their email addresses. At least one of these will be given in the reference request email.

**Email: [info@newtonfellowships.org](mailto:info@newtonfellowships.org)**

**Tel: +44 (0)20 7451 2555**

**Fax: +44 (0)20 7451 2543**