

International Exchanges Scheme – Cost Share Programme 2019

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. This scheme is intended to stimulate **new** collaborations between a UK based and an overseas researcher. A relationship between both parties should already be established prior to making an application.

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.

Clinical and patient orientated research is considered to be an interventional study on human participants at the individual or group level, including but not limited to surgical or drug intervention. Eligible use of human participants in research can include investigation where the experiments are conducted in vitro – for example, the use of human tissue or other biological samples, chemistry techniques, mathematical modelling or engineering, translational research and collaborative research with clinicians.

Duration and Start Date: Awards are available for a fixed period of 2 years. Activities must start no earlier than 4 months after the closing date and no later than 16 September 2019.

The Society defines the start of the project as being any activity undertaken to progress the project, which includes booking flights or planning a schedule of activities to be undertaken in the initial stages; it is not necessarily the date when exchange visits must have commenced. Award holders can apply for up to one year no cost extension.

Countries covered and associated cost share partner: The countries eligible under the International Exchanges Cost Share programme and bodies through which the scheme is operated are as follows:

- Argentina – National Scientific and Technical Research Council (CONICET)
- China – National Natural Science Foundation of China (NSFC)
- Ireland – Royal Irish Academy (RIA)
- Italy - Consiglio Nazionale delle Ricerche (CNR)
- Japan – Japan Society for the Promotion of Science (JSPS)
- Russia – Russian Foundation for Basic Research (RFBR)

- Taiwan – Ministry of Science and Technology (MOST)

If you do not wish to submit an application with the countries listed above on a cost share basis or you wish to apply for collaborations with countries not listed here, please download the scheme notes entitled 'International Exchanges Scheme – Standard Programme'.

Value and Support Provided:

In the case of cost share applications with **China (NSFC)** and **Taiwan (MOST)** a maximum of £12,000 is available from the Royal Society as a contribution to the following costs:

- the applicant's and/or UK team's airfare overseas, and
- the co-applicant's and/or overseas team's subsistence whilst in the UK.

An additional £12,000 equivalent is also available from the cost share partner **China (NSFC)** and **Taiwan (MOST)** to contribute towards the remaining travel and subsistence costs, i.e.

- the applicant's and/or UK team's subsistence whilst abroad, and
- the co-applicant's and/or overseas team's airfare to the UK.

An additional €15,000 over two years is also available from the cost share partner **Ireland (RIA)** to contribute towards the remaining travel and subsistence costs, i.e.

- the applicant's and/or UK team's subsistence whilst abroad, and
- the co-applicant's and/or overseas team's airfare to the UK.

In the case of cost share applications with **Argentina (CONICET)**, **Russia (RFBR)**, **Italy (CNR)** and **Japan (JSPS)** a maximum of £12,000 is available from the Royal Society as a contribution to the following costs:

- the applicant's and/or UK team's airfare overseas and subsistence whilst abroad.

An additional £12,000 equivalent is also available from the cost share partner **Argentina (CONICET)**, **Russia (RFBR)**, **Italy (CNR)** and **Japan (JSPS)** to contribute towards the remaining travel and subsistence costs, i.e.:

- the co-applicant's and/or overseas team's airfare to the UK and subsistence whilst in the UK.

For CONICET applications, CONICET will contribute:

- one (1) international travel (round trip) in economy class per year;
- US\$2,500 per year in terms of travel expenses for stays of up to 30 days. CONICET will only finance Researchers and Postdoctoral Fellows belonging to the institution, who will receive the money in Argentine pesos in their salary or stipend account.

Up to £3,000 of the total amount can be spent on research expenses and consumables. Please refer to 'Justification for consumables' on page 12 for a list of eligible and ineligible consumable items.

Important Notice Regarding the 2019 Argentina Cost Share (CONICET) round

The reciprocal round for co-applicants in Argentina will be published under the following webpage <https://proyectosinv.conicet.gov.ar/convocatorias-y-oportunidades/>.

Important Notice Regarding the 2019 Japan Cost share (JSPS) round

The reciprocal round for co-applicants in Japan will be published under the following webpage http://www.jspso.org/bilateral_research_fundin/.

Important Notice Regarding the 2019 China Cost Share (NSFC) round

Additional grants will be supported in this round through the [Newton Fund](#). This initiative aims to develop long-term sustainable growth and welfare of partner countries through building research and innovation capacity. The main aims of the programme are to:

- strengthen research capacity of the partner countries - by facilitating training and skill transfer from the UK to partner countries;
- support excellent research - by linking the best researchers in the UK with the best researchers and their groups in partner countries and providing support for initial exploratory research;
- establish long-term research links - between both partners to ensure sustainable research capacity in partner countries and benefit to the UK research community in the longer term.

Awards made under the Newton Fund must demonstrate training and transferring of knowledge and skills to help strengthen research capabilities of the overseas partners, and contribute to promoting economic development and social welfare in the overseas country.

The application process for China Cost Share awards still applies but applicants need to be aware that if the application is successful, a Newton Fund award in conjunction with the NSFC may be offered in which case:

- the Chinese 'co-applicant' will be named as the official award holder on the award email;
- funds awarded by the Royal Society are to contribute towards the Chinese team's airfare to the UK and subsistence whilst in the UK;
- funds awarded by the NSFC are to contribute towards the UK team's airfare to China and subsistence whilst in China;
- funds awarded by the Royal Society will be paid to the UK institution in the first instant. Both applicants need to identify the most efficient modus to transfer the funds to the overseas institution.

2. Timing and Assessment Criteria

Application process:

The applicant must draft and submit an application to the relevant Royal Society deadline (see below) for up to £12,000 and the co-applicant must also draft and submit an application for an additional sum equivalent to £12,000 to the application deadline specified by the cost share partner.

Key Dates:

Round	2019 Opening Dates	2019 Closing Dates (15:00 UK time)	Latest Project Start Dates
Ireland (RIA)	24 January 2019	13 March 2019	16 September 2019
Argentina (CONICET)	10 April 2019	30 May 2019	10 December 2019
Italy (CNR)	10 April 2019	30 May 2019	10 December 2019
Russia (RFBR)	10 April 2019	30 May 2019	10 December 2019
China (NSFC)	7 August 2019	25 September 2019	18 March 2020

Japan (JSPS)	7 August 2019 (TBC)	25 September 2019 (TBC)	18 March 2020 (TBC)
Taiwan (MOST)	7 August 2019	25 September 2019	18 March 2020

Please note that the cost share partner's deadline for applications may be different from the Royal Society's deadlines. As a result, it is advised that your overseas collaborator liaises directly with the cost share partner for details of the relevant deadline.

Results available: Results of the competition will be available about 4-5 months after the application closing date.

Assessment Criteria

The primary considerations are listed below. Successful applications should be strong in all the following 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.

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

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

3. Eligibility Details

Applicants' Eligibility

- 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. In the case of applications with Italy, the co-applicant must be a CNR researcher in any of the CNR Institutes including secondary laboratories and sites, or CNR scientific collaborators who have officially obtained (via a regularly signed contract) the status of "CNR affiliated researchers".
- The applicant and co-applicant must be based in their respective countries/institutions at the time of application.
- The applicant and co-applicant cannot be former colleagues or PhD student/supervisor. The scheme is intended to stimulate **new** collaborations between scientists in the UK and overseas

- 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 onto 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 cannot apply until the project has ended, the final research report has been submitted to The Royal Society, the final statement of expenditure (financial report) has been submitted to The Royal Society and any unspent amount of money of the current International Exchanges award has been refunded to The Royal Society.
- Visiting academics who have been invited by an eligible UK institution are ineligible.
- Honorary academics of an eligible UK institution are ineligible.
- 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.

Eligible Activity

- Research must be within the Royal Society's remit of natural sciences, which includes but is not limited to biological research, chemistry, engineering, mathematics and physics. For a full list, please see <https://royalsociety.org/grants-schemes-awards/grants/subject-groups/>. The Royal Society does not cover clinical medicine (such as patient orientated research and clinical trials), social sciences or humanities, other than when working in partnership with organisations.
- Applications have to be new collaborations. This scheme is not intended to be used to extend an existing or recent project or collaboration.
- Collaborations should be based on a single project.
- Project participants can include the applicant and co-applicant and also members of their teams. 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.
- Applications can only support travel between the UK and the overseas collaborator's country for the applicant, co-applicant and members of their respective team; 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:
 - **Multiple visits collaborations**
 - Collaborative visits to be undertaken over a period of up to 2 years with up to £12,000 available, £3,000 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.
 - Only participants based at the same institution and working within the applicant's or co-applicant's research team directly involved in the collaborative project are eligible to claim travel and subsistence against the award should the application be successful.

Departmental Support

- The following individuals must be included in the application:
 - The **applicant's** Head of Department
 - The **co-applicant's** Head of Department

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

4. Application Guidance Notes

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 at <https://grants.royalsociety.org>. **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 that 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 that 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, UK Head of Department and Overseas Head of Department) can be invited through the Participants tab displayed on the Application Form Summary page. Under this section, the UK applicant must select 'invite', enter the e-mail address of the co-applicant, UK Head of Department and Overseas Head of Department, and send the invitations to the three of them. Once the three recipients have accepted the UK applicant's 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 the application form until the status of all participants' shows as 'complete'**. You can monitor the progress of your participant's activity through this section of the application form, and issue reminders as required. **Once the co-applicant, UK Head of Department and Overseas Head of Department have completed all their sections of the application form, the UK applicant must remind them to select 'Save & Submit' on the application form page or select 'Submit your contribution' on the summary page.**

Departmental Support

The following individuals must be listed under the Participants tab:

- 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.

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.

Re-opening the Application Form to Participants

On the occasion that an invited participant accidentally submits their section of the application form prematurely, the UK applicant has the ability to re-open the application form for that participant. To do this, the lead applicant should return to the Participants tab on the application form summary page. The UK applicant will find a 're-open' button alongside the name of each participant who has completed their section of the application form. Once the UK applicant clicks this button, the form is reactivated and available for that participant to amend. **Once that participant has amended his/her section, he/she must "complete" and "submit" again.**

Research Support Role

The Research Support role displayed under the Participants tab is an optional role, which allows the UK applicant to invite an individual from the relevant UK Host Organisation's 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 ability to submit the application for the UK Host Organisation's 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

Use of Human Patients and Tissue

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 UK Host Organisation once all sections of the application form have been marked as complete, and the co-applicant, UK Head of Department and Overseas Head of Department have marked their work as complete AND have submitted their section (the UK applicant must check the status

of the co-applicant, UK Head of Department and Overseas Head of Department under the Participants tab on the summary page of the application form). Applications submitted after the deadline 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, and the right-hand column contains useful guidance on its completion.

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

Page Summary	
Summary table	<p>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, and the approximate length of time that it will take to complete each section.</p> <p>The summary page also allows applicants to manage and invite participants, e.g. co-applicant, UK Head of Department, Overseas Head 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.</p> <p>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.</p>

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 5.

2. Contact Details	
Title, Names, address, organisation and country *	<p>Review and complete your personal details accurately. Errors in this section can cause difficulties in processing your application.</p> <p>Under this section, you should edit the contact type of the participants who will partake in your application form. The system default contact type is set as 'collaborator'. To amend the contact type of your Head of Department, click 'edit', and under the contact type field, select the 'Head of Department'.</p> <p>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.</p>
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	Please state the title of your current position. <i>(20 words max.)</i>

Position *	
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 *	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 in reverse chronological order.
Field of Specialisation *	Please enter details of your field(s) of specialisation. <i>(20 words max.)</i>
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. <i>(200 words max.)</i>
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. <i>(20 words max.)</i>
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 mentioned on page 3.
End Date *	Please enter the proposed end date of the project. This must be 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. <i>(250 words max.)</i>
Lay Summary *	Please provide a lay summary of your proposed project. This should be understandable by an A-level science student. 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. <i>(250 words max.)</i>
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. <i>(500 words max.)</i>
Outline of Data Management and Data Sharing Plan*	<p>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. <i>(200 words max.)</i></p> <p>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.</p> <p>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:</p> <ul style="list-style-type: none"> • 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 *	<p>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. <i>(200 words max.)</i></p> <p>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.</p>
Benefits to individuals/institution *	<p>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.</p> <p>Please comment on the added value of the collaboration, and the intentions for sustaining the partnership in the longer term.</p> <p>Please comment on how the award will contribute to the transfer of knowledge and</p>

	research capabilities to the overseas partner, the added value of the collaboration, and the intentions for sustaining the partnership in the longer term. (China collaboration only) (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. Please describe how the research will contribute to promoting economic development and social welfare of the country to benefit the wider society. (China collaboration only) (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](#) 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.
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Experimental Design Assistant

The Royal Society recommends that applicants use the [Experimental Design Assistant](#) (EDA), which is a free resource from the NC3Rs to support researchers in the planning of animal experiments. This will help to facilitate robust study design and reliable and reproducible findings.

The EDA helps applicants build a machine-readable diagram representing their experimental plan, following capture of their methodology, and allows the applicant to then generate a PDF report which provides a transparent description of the experimental design in a standardised format, which can be uploaded to the application form.

Please note: Applicants who choose to use the EDA, and subsequently uploads the EDA report to the application form, are advised to enter **see report** or **n/a** into any question fields within this section of the application form that have already been captured in the EDA report, to avoid any duplication.

7. Use of Human Patients and Tissue	
Any application for a research proposal involving human patients or tissue and therefore requiring local ethical committee approval will be considered only when accompanied by the necessary permission certificate or proof that ethical permission will be sought, which must be provided in English.	
Does your proposal involve the use of human patients or tissue?*	Select 'Yes' or 'No'. If you have selected 'Yes' it is mandatory to provide either a certificate or letter, as proof that ethical permission has been, or will be, obtained. Please upload the file as a PDF in portrait orientation.

8. Financial Details	
Budget Table *	<p>You are permitted to claim total costs for:</p> <ul style="list-style-type: none"> • consumables (incl. fieldwork). Note: up to £3,000 for 2 years project duration • travel (incl. subsistence). <p>The grand total of Travel (international), Subsistence and Consumables (incl. fieldwork) are calculated automatically. Note: up to £12,000 for 2 years' duration.</p>
Justification for Consumables (incl. fieldwork) *	<p>Please fully justify your request for consumables, including expenses for fieldwork.</p> <p><i>i.e. Item 1: cost; Item 2: cost i.e. Computer software: £500; Visa charges (x4): £200 etc.</i></p> <p>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.</p> <p>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 dependants, contributions towards salaries, costs involving travel to a third country, and costs incurred by project participants not associated with the applicant organisations.</p>
Justification for Subsistence *	<p>Please fully justify your request for subsistence.</p> <p>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 assess the eligibility of your application:</p> <p><i>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.</i></p>
Justification for Travel *	<p>Please provide justification for the amount requested.</p> <p>Provide justification for the amount requested for international travel to be undertaken</p>

	<p>and the cost of individual travel expenses.</p> <p>Note: international & national airfares must be economy/APEX rates.</p> <p>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 assess the eligibility of your application:</p> <p><i>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.</i></p>
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9. Applicant Declaration *

Please declare that:

- you have read the Terms and Conditions of Award under which the 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 proposed research, 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.

10. 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 are 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."

5. Other information & Enquires

Use of application data

Please note that information regarding your application for the International Exchanges Cost Share may be shared with the Department of Business, Energy and Industrial Strategy (BEIS), named partners and funders for data monitoring and scheme evaluation purposes. You may also be contacted by selected third parties such as independent evaluators, consultancy groups, and career development organisations. If successful, the Royal Society will contact you regarding the administration of your award throughout the course of your funding and after its completion. You may also be contacted by the Royal Society, BEIS, named partners and funders or an agent acting on their behalf, for reporting and evaluation purposes throughout the course of your funding and after its completion.

Contact Information

Enquires about this Scheme can be made by 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.

Please quote your application reference number in all correspondence.

Appendix 1: Application Submission Process Flow Diagram

