# University of Surrey

# Royal Society University Research Fellowships

# Guidance for applicants 2021

**Potential applicants must familiarise themselves thoroughly with the scheme guidance. The Royal Society has not yet published the updated scheme guidance for this year, however last year’s guidance can be viewed here:** <https://royalsociety.org/-/media/grants/schemes/URF-Scheme-Notes.pdf>

The contact for the URF scheme at Surrey is Richard Matthewman (Bid Development Manager / RFO (FEPS), Research Strategy) [r.matthewman@surrey.ac.uk](mailto:r.matthewman@surrey.ac.uk)

What the scheme offers:

* Salary
* Duration – 5 years + 3
* Research expenses – £13,000 in year 1, and £11,000 each year thereafter\*

*\*Based on 2020 guidance – subject to change*

For many applicants, this will be among their first grant applications. External applicants will not be familiar with Surrey systems and processes. To support the applicant, it is expected that there will be a nominated member of staff from the host Department to act as mentor.

Mentor role:

* Assist applicant in meeting the milestones in the preparation timetable
* Act as point of advice and interface with university support services
* Ensure robust internal peer review process with Research Strategy Team

## Timetable for applications

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| Milestone | Date |
| Expression of Interest Deadline | 2 July |
| Call Opens | 13 July |
| EoI approval notification | Week commencing 12 July |
| Intention to Bid deadline | 16 July |
| Internal peer review deadline | 23 August |
| Nominated referee statements | Week commencing 23 August |
| Head of Department statement | Week commencing 23 August |
| Internal submission deadline | 31 August |
| Funder Deadline | 7 September (3pm) |
| Fellowships commence | October 2022 |

## **2 July** – Expression of interest deadline

Applicants are required to submit the following documents to [r.matthewman@surrey.ac.uk](mailto:r.matthewman@surrey.ac.uk) by **2 July 2021, 4pm**.

* Expression of Interest form (see below)
* CV
* List of publications
* E-mail approval from Head of Department in support of the application

## **13 July** – Call opens

Scheme information can be found on the Royal Society webpage: <https://royalsociety.org/grants-schemes-awards/grants/university-research/>

## **Week commencing 12 July** – Expression of interest approval notifications

Expressions of Interest will be reviewed by a small committee of senior academic staff (including Faculty of Engineering and Physical Sciences ADRI) and the Bid Development Manager.

EoIs will be reviewed against the following criteria:

* Track record of applicant
* Quality of proposed research project

The Committee will make approvals and recommendations, liaising with the applicant, mentor, Head of Department and/or Research Director where necessary.

## **16 July** – Intention to bid deadline

Applicants who have been approved at the EoI stage should complete the Intention to Bid form as soon as possible following notification.

The Intention to Bid Form can be found here: <https://www.surrey.ac.uk/form/feps-intention-bid>

The Intention to Bid form initiates the costing and submission process with the Pre-Award team.

## **23 August** – Internal peer review deadline

Internal peer review of the Fellowship proposal is mandatory. Applicants should have received peer review comments by 23 August and make amendments as necessary in time for the submission deadline.

Internal peer review can be arranged by the Department / applicant / mentor / Research Strategy, and should aim to involve 3 reviewers, ideally with specialist subject knowledge or experience of Royal Society applications.

Informal feedback can be provided before this stage during development of the application by the mentor, Research Director, or Bid Development Manager as needed.

## **Week commencing 23 August** - Nominated referee statements and HoD statement

It is important to have the Nominated referee statements and Head of Department statement uploaded on the Flexi-Grant system in good time before the final deadline. Securing statements of support is often a bottleneck in progressing grant application; there can be unexpected delays in securing references. You will not be able to submit your application for approval from your institution until the references have been completed.

## **31 August** – Internal submission deadline

Applications must be ready for checking and final approvals by the Pre-Award team by 31 August. The Research Application Officer will submit the application on behalf of the institution by the funder deadline of 7 September.

# Key contacts

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| --- | --- |
| Bid Development Manager / RFO (FEPS) | [r.matthewman@surrey.ac.uk](mailto:r.matthewman@surrey.ac.uk) |
| Research Applications Services (Pre-Award) | [research-support@surrey.ac.uk](mailto:research-support@surrey.ac.uk) |
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## University of Surrey

## Royal Society University Research Fellowships Expression of Interest 2021

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| --- |
| Applicant name: |
| E-mail address: |
| Host Department at Surrey: |
| Mentor: |
| Project title: |
| Project outline (500 words max): *(Royal Society assessment criteria: The scientific merit, originality, significance and quality of proposed research project and likelihood of achieving goals)*  You should address the following in your outline:   * Aim / research vision * Background and context * Objectives * Research plan * Timeline / milestones |
| Alignment with host department (150 words max, to be completed with support of mentor). Briefly outline how the Fellowship aligns with the research strategy of the host department, indicating why the host department is a suitable choice to host the Fellow. (*Royal Society assessment criteria: The suitability of host institution including appropriate expertise/equipment and research environment. Support for career development)* |

I confirm that I am eligible for the scheme

*Between three to eight years of actual research experience since your PhD (i.e. date on which the degree was approved by the board of graduate studies) by the closing date of the round.*

The Royal Society takes career breaks into consideration. See the [scheme notes](https://royalsociety.org/-/media/grants/schemes/URF-Scheme-Notes.pdf) for more information on eligibility or contact [r.matthewman@surrey.ac.uk](mailto:r.matthewman@surrey.ac.uk).

Please ensure you submit this form with the following documents:

CV

Publication list

E-mail from head of department in support of your application