

Researcher Collaborations Grant

Guidance for Applicants

The following document provides guidance on the eligibility and process for the **4 March 2024 – 8 April 2024** application round of the Researcher Collaborations Grant.

Please read these before making an application.

1. About the grant

- 1.1 Up to £5000 GBP will be awarded to the successful applicant to undertake an activity which enables them to establish and/or develop national, international, interdisciplinary and cross-sector collaborations and networks. Activities include participating in a research visit(s) to a potential or current collaborator's institution or organising a meeting or workshop.
- 1.2 It is not intended that the grant will support existing conferences and meeting series or those hosted on behalf of organisations, rather small workshops/discussion-style type meetings to facilitate potential and existing collaborations/networks.

2. Duration and start of award

- 2.1 Funding is available for a period of up to 12 months for activities starting within 12 months of 1 August 2024.
- 2.2 Grant Recipients will be able to request a no cost extension of up to 12 months at any point within the duration of the grant.

3. Eligibility

- 3.1 Applicants must be RSC members (Associate Member or above) at the time of the application deadline and for the duration of the grant period. Applicants can be based anywhere in the world. This will be checked by RSC staff and the applicant's RSC membership must be confirmed at the grant application deadline – it is not sufficient to have a membership application in process. If your membership login shows your membership status as "Web Applicant / Applicant" this means your Membership Application is still being processed and you have not yet been admitted as a member. Your Membership application must be approved by the grant deadline.
- 3.2 You cannot apply if you currently hold an active Researcher Collaborations Grant. A grant is considered active if you are still undertaking the activity and/or you have not yet completed and returned a grant report.
- 3.3 Applicants can be PhD students or researchers, in any sector. There are no career stage restrictions associated with this scheme. However:
 - 3.3.1 PhD students must be actively undertaking a PhD course in the chemical sciences.
 - 3.3.2 Researchers must be holding a fixed term or permanent contract at an eligible organisation (university; industrial, private or commercial organisation; university spin-out company or research institute) that lasts for the duration of the grant period.

- 3.4 Any given activity may not receive more than one RSC grant. Applicants must inform the RSC if an activity is successful in multiple RSC grant applications.
- 3.5 The applicant is solely responsible for ensuring they are not under any obligation which prevents them from applying for or receiving the funds, whether the obligations are imposed by the home organisation or otherwise.

4. Application timelines

Applications open: 4 March 2024

Application close: 8 April 2024 14:00 UK time (BST)

Initial eligibility decisions: Week commencing 22 April 2024

Funding decisions: By late June 2024

5. Application requirements

- 5.1 Applications will be made through our online application system, [SurveyMonkey Apply](#). Before completing the online form, all applicants should check that they comply with the eligibility requirements.
- 5.2 Applicants are required to provide information on:
 - a. The nature and purpose of the activity in which they seek funding.
 - b. The need for collaboration.
 - c. For applicants seeking funding to host meetings/workshops, they must include any actions to be taken to ensure an inclusive event. Guidance on inclusive events can be found here: <https://www.rsc.org/policy-evidence-campaigns/inclusion-diversity/resources/#network-guides>.
 - d. The expected outcomes and potential next steps from the activity for the research area and/or collaboration(s).
 - e. The approximate costings for the activity and a description of the manner in which any awarded grant funding would be spent. This should include quantities and approximate costs for each item (see eligible costs in section 6).
 - f. The need for RSC funding.
- 5.3 A document of maximum two sides of A4 (at font size 10) on the scientific case for the proposed activity should be uploaded. Applicants applying to host a workshop should also upload an additional document outlining the workshop programme only.
- 5.4 Your application will not proceed to peer review if the activity proposal exceeds length limits specified in the application form.
- 5.5 Applicants must include a Letter of Support from their collaborator as part of the application. For those seeking funding to visit a potential/current collaborator, the Letter of Support should be from the Host Collaborator. For those seeking funding to host a meeting/workshop with multi participants, the letter of support should be from a potential key participant.
- 5.6 Applicants must include approval from either their Supervisor, Line manager or Head of Department in support of the application.
- 5.7 You are required to complete all previous sections of the application form before you are able to access the Collaborator or Supervisor, Line Manager, Head of Department

parts of the application form. Please note, you will not be able to submit your application until your collaborator has uploaded their reference, and your Head of Department has submitted their approval.

6. Eligible costs

- 6.1 For applicants requesting funding to visit a potential or current collaborator, the grant can be used to contribute towards travel, including visa and insurance costs, to and from the host collaborators, accommodation and subsistence during the visit(s). Applicants may apply for up to £500 to fund any other essential expenses during their visit and can include, for example, chemicals or consumables, access charges or specialist software licences.
- 6.2 For applicants requesting funding to organise/host a meeting/workshop, the grant can be used to contribute towards venue hire, catering costs, essential participant expenses, equipment costs eg AV and costs for accessibility.
- 6.3 Applicants can request funds for multiple visits or meetings in the same application as long as they relate to the work outlined in the project proposal. All visits should be to the same collaborator's lab. Currently, applicants can only apply for either research visit(s) or to host meeting(s) in an application. If you have projects that require you to undertake both kinds of activities, please get in touch with us at funding@rsc.org.
- 6.4 Applicants cannot apply for salary contributions, including consultant fees, social excursions or dissemination costs associated with their activity. Applicants may not seek funding for conference attendance within their RSC Researcher Collaborations Grant application.
- 6.5 Grant Recipients will be expected to make their own travel and accommodation arrangements, in liaison with their Host Collaborator as appropriate, including visa arrangements. Grant Recipients should ensure they have insurance or access to additional financial support in case their costs unexpectedly increase.
- 6.6 Grant Recipients who are travelling or participating in in-person activities should follow relevant institutional and government guidelines and policies.

7. Inviting collaborators to provide a letter of support for the application.

- 7.1 Applicants must include a letter of support from their collaborator as part of the application. For those seeking funding to visit a potential/current collaborator, the letter of support should be from the host collaborator. For those seeking funding to host a meeting/workshop with multi participants, the letter of support should be from one potential key participant. ***Please make them aware of this before entering their details into the application system.***
- 7.2 Once applicants enter the details of the collaborator, the SurveyMonkey Apply system will send them an email, which includes a link to the application. Clicking this link will allow them to login (or sign up) to enter their letter of support.
- 7.3 **The collaborator letter of support needs to be completed by the grant deadline.** You will not be able to submit your application form until the status shows 'complete'.

8. Inviting people to provide their support of the application.

- 8.1 Applicants must include approval from either their Supervisor, Line Manager or Head of Department for the application. This person cannot be the applicant. ***Please make them aware of this before entering their details into the application system.***

- 8.2 Once applicants enter the details of a Supervisor/Line Manager/Head of Department, the SurveyMonkey Apply system will send them an email, which includes a link to the application. Clicking this link will allow them to login (or sign up) to approve the application.
- 8.3 **Confirmation of support needs to be completed by the grant deadline.** You will not be able to submit your application form until the status shows 'complete'.

9. Assessment Criteria

9.1 The assessment criteria are:

a) Case for collaboration

Applicants should give thoughtful consideration to why they chose their respective collaborator(s) for the activity.

It should be clear how each party contributes to the project or research problem.

There should also be clear scope for sustained partnership(s) beyond the conclusion of this grant application.

b) Scientific quality

The scientific proposal must be novel and achievable in the specified timeframe.

Applications should include a timely research problem that merits the proposed activity.

Applications should also have impactful expected outcomes and plans for "next steps".

c) Case for RSC funding

Applicants should demonstrate why RSC funding would be enabling. They should place their funding request in the context of other sources of funding available to them.

d) Inclusion & Diversity (meetings only)

Applicants must demonstrate actions to be taken to ensure an inclusive meeting.

10. Review process

- 10.1 All applications will be checked by RSC staff. Your application will not proceed to peer review if:
- a) You do not meet our eligibility criteria (see section 3)
 - b) Your application is incomplete
 - c) Your application does not adhere to the length limits instructed in the application system
 - d) Your funding request exceeds the £5000 limit
 - e) Your funding request includes any ineligible costs (see section 6)
- 10.2 All remaining applications will undergo peer review by members of our Researcher

Grants Peer Review Group and final funding decisions will then be overseen by:

Professor Alison Hulme, University of Edinburgh
Dr Charles O'Hara, University of Strathclyde
Dr Petra Szilagyi, University of Oslo
Professor Ben Xu, Northumbria University

11. Successful applications

- 11.1 Applicants will be notified by email of any funding decision.
- 11.2 The funding offer is conditional on RSC receiving, within fifty (50) working days from the date of the Award Letter, bank payment details and agreement to all of the conditions set out in the Standard Conditions of Grant. It is the Grant Recipient's responsibility to ensure this deadline is met.
- 11.3 The grant will be paid in a single payment to the Grant Recipient's organisation or (in the case of grants for research visits) to the organisation that the Grant Recipient will visit. No funds will be paid directly to individual Grant Recipients.

12. Contact information

If you have any questions about this grant please contact funding@rsc.org. Before contacting us please check the [Frequently Asked Questions](#) document for the grant in case this answers your question.