



THIS DOCUMENT APPLIES TO THE APPLICATION ROUND 30 AUGUST 2022 – 3 OCTOBER 2022

## Eligibility and application requirements

1. Applicants must be RSC members (Associate Member or above) at the time of the application deadline and must hold an independent research contract at a UK or Republic of Ireland higher education institute or research institute at the time of application and award.
2. Projects are for 12 months' duration. Up to £10,000 GBP will be awarded to the successful applicant for chemicals and equipment, equipment access, travel support for collaborations and contribution to salary of applicable staff assisting the applicant in respect of the Project. Salary costs should not replace or reduce institutional or funding agency support for departments and are intended to cover short term extensions to complete research projects impacted by Covid-19 or to initiate new research directions.
3. Applications are limited to two per department and MUST be authorised by the head of that department prior to submission.
4. All applicants will be required to obtain a referee report as a part of their application. This referee should assess the scientific content of the research proposal submitted.
5. Applicants are required to provide information on:
  - a) The nature of the research in which he or she desires to engage and of the scientific results expected to follow there from.
  - b) The approximate full cost of the research and a breakdown of the manner in which it is proposed to spend any grant that may be awarded. This should include quantities and approximate costs for each item.
  - c) What sources of financial assistance are normally available to the applicant for research, whether these are available in this instance and to what value.
6. Applicants may not seek funding for conference attendance within their RSC Research Enablement Grant application.
7. Applicants must not be currently holding another active Research Enablement Grant (i.e. previous Research Enablement Grant holders must have completed and sent us their project reports before they can begin another Research Enablement Grant application).
8. Institutions are encouraged to allow the maximum number of applicants they can over a 12-month period. If an unsuccessful applicant from the previous round wishes to apply again, their new application should be substantially different than the previous.
9. The applicant is solely responsible for ensuring he/she is not under any obligation which prevents him/her from applying for and for receiving the funds applied for, whether the obligations are imposed by the home organisation or otherwise. Furthermore, the applicant is responsible for clarifying the position relating to intellectual property rights ("IPRs") of the research undertaken with funds received by way of this Grant. For the avoidance of doubt, the IPRs in the research will not belong to the RSC.

## For applications to visit/host collaborators

10. Applicants must stipulate the primary collaborator they wish to visit/partner with in their application.
  - a) If the application is to visit a collaborator: This should be accompanied by a letter of support from the host organisation stating that the host organisation is willing to host the applicant in the event that the Grant application is successful and outline any support they are providing. This letter should be signed by an appropriate representative from the organisation with the authority to authorise the visit, for instance a Head of Department, and co-signed by the primary supervisor who will host the applicant.

- b) If the application is to host a collaborator: This should be accompanied by a letter from the collaborator's principal investigator, which confirms knowledge and support for the visit of the researcher from their group and outlines any financial support they are providing.
11. Applicants may request support funding for their host organisation (with justification), which may include provision for bench fees and administrative support costs (e.g. visa application, insurance) which would be incurred during their visit. These costs must be specified in the application form and verified by the host organisation.
  12. Applicants cannot apply for a salary contribution to host a collaborator, unless the collaborator is not currently employed by another institution.
  13. Grant recipients will be expected to make their own visa arrangements for travel to the host country (the RSC may be able to provide general guidance in certain circumstances). Similarly, recipients will be expected to make their own travel and accommodation arrangements, in liaison with their host organisation as appropriate.
  14. No paid work (in addition to that within the contract with their home organisation) may be undertaken by a recipient during the tenure of a visit without the specific permission of the RSC.
  15. Recipients must comply with all applicable laws, regulations and codes of ethics and/or conduct including those of the recipient's home and host organisations. Furthermore, the recipient must not act in any manner which may bring the RSC and/or the home and host organisations into disrepute.
  16. We advise grant holders who are travelling or participating in in-person activities to continue to follow relevant institutional, government or other COVID-19 guidelines and policies. We also recommend that they ensure they have insurance or access to additional financial support in case their costs unexpectedly increase, for example, if they are unexpectedly required to self-isolate at their travel destination. If they are uncomfortable going ahead with their planned activity, they should not feel under any pressure to do so.

## Application assessment process

17. The selection and awarding process will be based upon a proposal by a candidate to undertake specified work at a specified organisation. This proposal will be assessed by the RSC acting through a group appointed as the Research Enablement Grant Assessment Panel or as the RSC otherwise directs.
18. Any changes to the specified work after the award of a grant must be approved by the RSC. The RSC (acting as set out in clause 17) has oversight of the awarding process and will seek clarification or further information relating to decisions if they deem it to be necessary.

## Successful grant applications

19. The awarded funds will be paid in a single payment to the home organisation (being the university or research organisation by which the Grant recipient is employed), upon successful application and following successful visa application (where necessary). No funds will be paid directly to the Grant recipient from the RSC. It will be expected that the home organisation administers payments to the Grant recipient. Applicants should contact the RSC directly to discuss any anticipated complications.
20. Should there be exceptional circumstances, wherever possible the RSC will allow a Grant to be deferred with the permission of the home organisation. No extra funds will be released in this eventuality.
21. Applicants must inform the RSC of any changes to the application as soon as possible. If the applicant (as Grant recipient) receives any extra funding towards the activity outlined in the Grant application, whether before any award of funds or during the Grant, the RSC must be notified forthwith and the RSC reserves the right to reclaim a proportionate amount of the Grant.
22. Grant recipients must comply with all applicable laws, regulations and codes of ethics and/or conduct including those of the recipient's home organisations. Furthermore, the recipient must not act in any manner which may bring the RSC and/or the home organisations into disrepute.

23. Grant recipients must comply with the RSC's Branding and Publicity Guidelines as may be amended from time to time, including the use of the RSC logo, which the recipient may request from the RSC.
24. The RSC reserves the right to carry out any relevant checks including verifying the recipient's RSC membership status and contacting their home organisation to confirm identity of an applicant and the legitimacy of an application.
25. During the term of the Grant, the RSC reserves the right to reclaim any unspent funds under any circumstances.

## At the conclusion of the grants

26. The Grant recipient will be expected to submit to the RSC a report outlining the outcomes of the work. This should include scientific outcomes, proposed future steps and wider benefits to the applicant and others working on the project, including (but not limited to) publications, new job/promotion, new grants, etc. This should be authored by the Grant recipient. Over the longer term, the RSC will ascertain from the recipient whether the Grant led to further benefits. The RSC will provide a standard form to capture this.
27. The Grant recipient will be expected to submit to the RSC a short financial report outlining the breakdown of funds spent. Any unused funds remaining at the conclusion of the Grant should be returned to the RSC. The financial report should be submitted to the RSC together with the scientific report.
28. Grant recipients will be expected to give due acknowledgement to the Royal Society of Chemistry in any scientific papers published as a result of research carried out during the visit, and to give due acknowledgement of support in any scientific presentations (both oral and poster) as appropriate.