Application Form Guidelines

RSE – MOST Joint Projects Scheme

These guidelines indicate what should be covered in response to each question.

Question	Guidelines
1. Project title	Please supply the title of your project.
2. Subject area of project	These are the subject areas which are being considered for this year. Grants will not be awarded for any other subject areas. For work outside these areas, or for Joint Projects with other countries, applicants may wish to consider applying to the Royal Society (of London) Joint Project scheme: https://royalsociety.org/grants-schemes-awards/grants/international-exchanges/

SECTION A: PERSONAL DETAILS

Question	Guidelines
3. Scottish based project leader details	The Scottish team is required to name a 'Project Leader'. The Project Leader must be of at least postdoctoral status or equivalent. Their role is to liaise between project participants and the Royal Society of Edinburgh and to ensure that the grant is used according to the purposes stated in the application and the Conditions of Award. Please note that an award is 'attached' to the Project Leader, and therefore the RSE must be consulted before the Project Leader can be changed. Please supply your name and preferred correspondence details. Also give details of the institution (including department where appropriate) in which you propose to complete the project.
4. Overseas project leader details	Please supply the name and preferred correspondence details of the overseas project leaders. Also give details of the institution (including department where appropriate) of the overseas leader.
5. Check you are eligible	Joint Projects scheme is intended for researchers of proven ability, employed by research institutes in Scotland and Taiwan • Project Leader must be of at least postdoctoral status or equivalent • Project Leader and Scottish based collaborators must be employed by a Scottish research institution • Applications will only be considered for bilateral (not multi-lateral) projects

6.	**Is your collaboration eligible?**	Awards are granted for research in the advertised subject area(s) only. The collaboration will be based on a single project, between a team or individuals based in Scotland and in Taiwan. A relationship must have already been established between the Scottish-based and Taiwan-based researchers. The collaboration should involve bilateral exchanges only between Scotland and Taiwan, visits taking place in both directions. Please note that Taiwan-based leader must hold a postdoctoral or equivalent degree and be hosted by institutions that can apply to the MOST of Taiwan. Taiwan-based researchers should apply directly to the MOST. For more information please visit the MOST website: https://www.most.gov.tw/folksonomy/rfpList
7.	**If a grant was awarded, when do you plan to begin?**	Please note that all awards should begin within four months of the award being offered. The projects should be carried out over a twenty-four month period.
8.	**How much are you applying for?**	The RSE – MOST Joint Projects runs for two years and the RSE provides a maximum of £6,000 per year. Within this £6,000 up to £1,000 per year may be requested for research expenses. • Funding from the RSE is for the Scottish based group's international travel fares and the overseas group's subsistence costs in Scotland. MOST will provide a maximum of NT480,000 per two-year joint project • The MOST will provide funding for the Taiwanese based participant's travel to Scotland and for the Scottish participant's subsistence costs in Taiwan. It is recommended that you complete the later "Cost" section in the application form first. There is more guidance on costs in "Cost" section of this document below.

SECTION B: THE APPLICANTS

Question	Guidelines
SCOTTISH BASED PROJECT LEADER:	
9. **Career history**	Please summarise your career history including: • Degrees and qualifications including class of degree / grade, institution and year • Academic awards and prizes • Field of specialisation • Positions held • Responsibilities: *(500 words maximum)*
10. **Publications in Journals**	Please give the title and reference of three *recent* key publications in refereed journals *(150 words maximum)*

OVERSEAS BASED PROJECT LEADER
Please note: a parallel application must be submitted online to the Ministry of Science and Technology, Taiwan by the Taiwanese project leader

11. Career history	Please summarise the career history of your international collaborator including: - Degrees and qualifications including class of degree / grade, institution and year - Academic awards and prizes - Field of specialisation - Positions held - Responsibilities: *(500 words maximum)*
12. Publications in Journals	Please give the title and reference of three *recent* key publications in refereed journals *(150 words maximum)*

SECTION C: THE PROJECT

Question	Guidelines
13. Description and objectives of proposed project	This must not be confidential as it may be used in publicity material. It must use non-technical language and be clear and brief *(250 words maximum)*
14. Expected outcomes /impact	**Outcomes** – are the differences this project will make, the activities that will happen that would not otherwise have been possible and, in the longer term, the benefits to science and society. **Impact** – includes the potential contribution to the UK science base, the sustainability of the project, future collaborations, follow-on activities, and plans for the development of the project outcomes. *(250 words maximum)*
15. Benefits to Scotland	Please describe the specific benefits to Scotland
16. Benefits to Taiwan	Please describe the specific benefits to Taiwan
17. Other project participants	If there are other people, participating in this project, please give their names, institutions departments and briefly describe their roles There are no restrictions on the number of participants per team. PhD students may also be included on the team provided that the benefits to the project are made clear. Please note however that although PhD students can participate in the Joint Project, the RSE and MOST cannot fund their international activities (travel, subsistence etc.).
18. Costs	The RSE – MOST Joint Projects run for two years and the RSE provides a maximum of £6,000 per year. This is for the Scottish based group's international travel fares and the overseas group's subsistence costs in Scotland. It may be used to claim the costs of: - your own international travel (economy or equivalent) - subsistence for incoming visitors - other living expenses for incoming visitors.

	• Research expenses (up to £1,000 within the total £6,000) for any materials related to the research aspect of the award. These may include:
	    o visa charges
	    o police registration fees
	    o postage
	    o printing costs
	    o books
	    o computer software
	    o stationery for overseas visitors whilst in the UK
	    o fieldwork expenses
	    o animal and plant licence fees
	
	You may **not** claim against:
	• computer hardware
	• bench fees
	• conference fees
	• departmental costs
	• medical insurance
	• excess baggage costs
	• expenses relating to accompanying dependents
	• contributions towards salaries.
	
	The MOST provides a maximum of NT480,000 for the Taiwanese based participant's travel to Scotland and for the Scottish participant's subsistence costs in Taiwan.
	
	If you are unsure about is a particular expense can be covered, please contact the Awards Officer detailed on the front of the application form.

Please see the examples below:

TYPE	DESCRIPTION	COST (£)
e.g. Travel	*Flight for Prof. Smith from Edinburgh to Taipei, February 2007*	*£600*
e.g. Subsistence	*Two weeks accommodation and subsistence in Edinburgh for Taiwanese collaborators, May 2007*	*£400*

19. Ethical considerations	The Royal Society of Edinburgh adopts the statement on Ethics Policy published by the British Academy. The following considerations apply to all proposals: • accurate reporting of findings and a commitment to enabling others to replicate results where possible; • fair dealing in respect of other researchers and their intellectual property; • proper employment conditions for research staff having respect for the provisions of the 'Concordat for Contract Research Staff'; • honesty to research staff and students about the purpose, methods and intended and possible use of the research and any risks involved; • confidentiality of information supplied by research subjects and anonymity of respondents (unless otherwise agreed with research subjects and respondents); and • independence and impartiality of researchers to the subject of the research. Wherever necessary, appropriate consent should be obtained from or on behalf of participants or others affected by the research. Applicants should indicate whether their proposed research raises any special ethical issues, and whether

	their application has been approved by the institution's Research Ethics Committee or other relevant authority. Independent researchers without access to formal ethical scrutiny and approval should briefly describe any special ethical issues, and explain how they will be addressed'.

SECTION D: OTHER SUPPORT OR FUNDING

Question	Guidelines
20. Are you actively seeking funding from other sources?	Please provide details of all other sources of funding you are actively seeking. • Whilst the award is in effect, the Project Leader cannot apply for another RSE Joint Project grant. However, Project Leaders and participants are not restricted from applying for other RSE grants.

SECTION E: FINAL SIGNATURES & THIRD-PARTY STATEMENTS

21. Institution approval	All applications must be *'approved'* by the organisation in which the Project Leader is based.
22. Applicant statement & Co-applicant where relevant	• This statement must be signed by the applicant and co-applicant where relevant. • Please read the Terms and Conditions before signing this
Data Protection Consent	Please read the Data Protection Consent and Statement provided carefully and tick the box if you agree to it. If not, please let the award owner at the RSE know.

Finally, check you have completed everything on the checklist on the front page of the application form.

Thank you.