The following notes are intended for all applicants. They provide guidance on completion of the application form for the UK-Israel Science Fellowship scheme. Applicants need to complete one application form in accordance with the guidance notes and follow any instructions provided on the application form itself.

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**Guidance Notes for Completion of the Application Form**

- On the last page of the application form, you can click the 'edit' button to review and edit your application. Once you are ready to submit the application, click the 'complete registration' button.
- Once you have submitted your application, you will receive a confirmation email with your application number and the content of your application.
- The confirmation email will have a link to your online application, titled 'change your registration'. By clicking the link **you will be able to edit and resubmit your application** as many times as needed until the deadline, using the 'edit' button. The last version submitted before the deadline will be registered, and all other versions will be overridden.
- **There is no option to save the application before submission**. Filled in applications must be submitted in order for the entered information to be saved. However, submitted applications can be edited until the deadline.
- You will need to upload supporting letters on the last page of the form. If you are not ready to upload the letters, you can use a dummy document and replace it with the letters at a later stage using the edit button. Applications without the support letters will not be considered.

**Section A – Fellowship overview**

**Field of your fellowship** – your fellowship must be directly relevant to one of the priority areas listed in the call for proposals. You can choose more than one option.

**Length** – your fellowship must be between one to six months.

**Date** – the date you indicate can be provisional. Note that you will not be able to travel before you have been made an offer and a contract have been signed with your institution.

**Title** – please give a short title for your fellowship project. We may use the title in reporting and communication materials.

**Budget** – the budget should include the total pay for your fellowship, including the one time travel cost according to the rates mentioned in the call for proposals. Please also note if you will require consumable costs (for fellowships of four months and over).

**Summary of activity** – Please give a summary of the activity to be undertaken in plain English. <u>This should be a statement for a non-specialist lay audience about the research and its potential benefits.</u> We may use the summary for reporting and communication materials. The summary should have a maximum 2,000 characters.

## Section B– Proposed Activity

**Proposed Activity -** Detail the proposed activity. This should include description of the essence of the project, its expected outcome and the relevance to the field of Nanoscience.  This should not exceed 12,000 characters.

It should be clearly stated if the proposed activity is to prolong a visit begun under other auspices, or as a bridge between, or prior to, long term stays funded by other organisations. The UK-Israel Science Fellowships will not ordinarily consider applications for Fellowships which are extensions of previous funding.  Exceptional applications for extensions will be considered although preference will always be given to new interactions.

**Objectives –** please note the objectives of your fellowship.

**Deliverables –** what measurable outcomes do you foresee emanating from your fellowship? These should be reported on in your end of fellowship report.

**features of the host institution –** indicate why you have chosen the host institution as destination of your fellowship. Emphasize any complementary expertise, facilities and academics in your institution and your partner institution that will enhance your area of research.

**How your home institution will support your visit –** will your institution support the contracting and payment processes, advise on visa etc.

## Section C – About the applicant

Full contact details of the applicant must be provided as well as information of the department and institution of affiliation. This institution must reside in the UK or in Israel and must be officially recognised by both countries.

Applicants should provide information about their education and employment history. CVs as separate files will not be accepted.

## Section D - Host Institution details

Please give the full name and respective Institution details for the Head of Lab where you wish to carry out your fellowship.

## Section E – References
Please give the full name and respective Institution details for two individuals who will submit a reference on your behalf.  Please note that one of the referees should be from the institution to which the applicant is affiliated.

## Supporting documents

In addition to filling in the online form, applicants are required to upload the following documents by the deadline. The letters must not include sensitive information such as ID numbers, personal information etc.

- A signed letter of support from the Head of Department (or equivalent) of your current home institution. This should include:
    1. how your institution will help you prepare for the visit
    2. arrangements for support during our visit
    3. how your institution will support you in sustaining the link
    4. confirmation that your home institution is willing to sign the grant agreement and be responsible for managing the funds awarded to the successful applicant
    5. confirmation that the applicant will return to their home institution in a research capacity for at least six months after the end of the visit.

The letter should be written on headed paper in Word or pdf format, and has to be attached and submitted online together with the application form.

- A signed letter of invitation from the Head of Department (or equivalent) of the host institution where the visit will take place. This should include:
    1. information on how the host institution will help the applicant prepare for the visit
    2. arrangements for support during the visit (waiving of bench fees, support for finding accommodation and any language training needed, induction to the institution, etc.)
    3. support to the research, including how the researcher will be integrated into the research group

The statements of support from the two Heads of Department should also include comments on the following questions:

- Why is the research important, especially with respect to its potential for international development impact?

- Why do you want to make contact with this institution?

- How will the link be sustained?

**Declaration Statement**

By submitting an application, the applicant confirms that any research that may be funded by the UK-Israel Science Fellowship Scheme will adhere to current ethical standards, safety practices, relevant legal requirements, local organisational policies and all regulatory, ethical and governance requirements of the UK and Israel (as applicable) will be adhered to.

Researchers should ensure they are aware of, and keep up to date with, all relevant regulatory, ethical and governance requirements that may apply to their area of research. All appropriate licenses and permissions must be in place before the research starts and updated as necessary if plans change.

All research is expected to comply with the relevant in country Codes of Practice. For further information on UK policy and guidance see the Medical Research Council Ethics and Research Guidance. Particular attention should be paid to the sections on

- clinical research guidance
- good research practice
- use of animals in medical research