

India-UK Scientific Seminars - Scheme Notes

1. Overview

Aim: The aim of this *new* scheme (India-UK Scientific Seminars) is to fund the organisation of a small 3 day scientific meeting to bring together groups of early to mid-career scientists from India and the UK for the purpose of scientific discussion, to promote collaboration and knowledge transfer by encouraging interaction within the wider research community. These scientific meetings would take place in either India or the UK.

The Indian and UK award holders would be responsible for all aspects of organising and delivering the scientific content of the meetings, as well as finding a suitable venue and accommodation for all participants. These scientific meetings would need to clearly demonstrate a clear strategy for securing longer-term sustainable funds for the continuation of their research collaboration. The number of participants who are invited to the meeting (including the UK and Indian award holder) should not exceed more than 20 attendees (5 from visiting country and up to 15 from host country).

Subjects covered: All activities must be on a subject within the natural sciences, including: physics, chemistry, mathematics, computer science, engineering, agricultural and medical research, the scientific aspects of archaeology, experimental psychology and the history of science. The Royal Society does not cover social sciences or clinical research. Patient-oriented research and clinical trials are outside the Royal Society's remit.

Eligibility: All participants (Indian and UK), who are invited to the event must have completed their PhD by the time of the application is made. A full list of eligibility criteria is shown on **page 4** of this document.

Duration of funding: The meeting should not exceed more than 3 days. The scientific seminar must take place between March 2011 and March 2012.

This grant will support the costs of:

- International (economy return) airfares for up to 5 scientists
- Local travel costs for attendees (e.g. within India or the UK)
- Accommodation for all external attendees for up to 4 nights
- Hire of venue / meeting rooms and audio visual equipment
- All meals whilst the meeting is taking place (breakfast, lunch and evening dinner)

The grant would **NOT** cover bench fees, conference fees, departmental costs, medical insurance, excess baggage costs, and expenses relating to accompanying dependents or contributions towards salaries.

Cost share arrangements: The cost of the grant will be shared between the Royal Society and the DST on the principle that the sending side paying for international travel and the receiving side paying for costs associated with the meeting e.g. venue hire, accommodation, local travel and subsistence costs for all participants to the meeting.

For example, if the meeting takes place in the UK, the costs are split as follows:

Royal Society pays	DST pays
Internal travel costs for attendees (<i>train fare or internal flight, taxi to and from the meeting venue</i>)	International airfares for those attendees from India <i>(up to 5 participants)</i>
Hire of meeting rooms & audio visual equipment	
Accommodation for all external attendees (up to 4 nights)	
All meals (<i>breakfast, lunch and evening dinner</i>)	

For example, if the meeting takes place in India, the costs are split as follows:

Royal Society pays	DST pays
International airfares for those attendees from the UK (<i>up to 5 participants</i>)	Internal travel costs for attendees (<i>train fare or internal flight, taxi to and from the meeting venue</i>)
	Hire of meeting rooms & audio visual equipment
	Accommodation for all external attendees (up to 4 nights)
	All meals (<i>breakfast, lunch and evening dinner</i>)

Countries covered: UK and India

Value: The cost of the grant will be shared between the DST and Royal Society. Please note that the total value of the grant cannot exceed more than £12,000 in total.

Number offered: Funding is available to support approximately 20 awards

Closing date: Monday 25 October 2010

Results available: Results will be announced by the end of January 2011

Who should participate in this event?

When deciding upon whom to invite to the meeting, the co-applicants should bear in mind that the sole purpose of the meeting is to initiate and encourage scientific networking by bringing together small groups of scientists from India and the UK to develop new and enduring partnerships. These meetings are not intended as a forum for presenting papers etc. All invited attendees **MUST** have a PhD or equivalent research experience at the time the application is made.

The number of participants who are invited to this meeting may vary, but it should not exceed **20 attendees** (5 from visiting country and up to 15 from host country).

The application form should include the following details about each invited participant:

- Name & title
- Position
- Field of expertise
- Short explanation as to why they have been invited to participate

Any changes to the list of attendees would need to be approved by the DST and the Royal Society in advance of the meeting taking place.

Theme of the Scientific Seminar

The scientific meeting may be specific to a particular field of science or cross disciplinary in nature. If the scientific seminar is cross disciplinary, please indicate this in the application form, since your application may need to be considered by panel members from both the physical and biological sciences. However, the meeting must fall within the remit of the DST and the Royal Society, i.e. the natural sciences, including physics, chemistry, mathematics, computer science, engineering science, biochemistry, agricultural and medical research, and the scientific aspects of archaeology, geography and experimental psychology. The Royal Society cannot support scientific meetings in social sciences or clinical medical research.

Promotion of the event

Scientists must ensure that when promoting the event that it is stated that the event is being funded in the UK by the Department for Business Innovation & Skills (BIS) and in India by the Department of Science & Technology (DST).

Organisation of 3 day scientific meeting

It will be the responsibility of the co-applicants to organise and deliver the scientific content of the meeting including the participation of all attendees at the meeting. The 3 day meetings should consist of a structured programme covering all topics that the awardees wish to be covered with thought given to how the decision will be reached. The co-applicants may also wish to allocate time at the end of the meeting to discuss how you plan to take your networking collaboration forward.

Agenda

The application form should also include a tentative agenda. When drafting your agenda, please ensure you enter the actual name of the invited speaker in the meeting schedule. Please also include details of what will be discussed at each session. When planning your meeting, please try to be as specific as possible including what will be discussed at the end of the meeting e.g. summary / conclusions.

Outcomes

Please ensure that the application includes details of what is expected as a result of the meeting and include how you are planning to develop any new partnerships. Please try to be as specific as possible.

Report

A report should be submitted to the Royal Society and DST shortly after the meeting has taken place.

Equal Opportunities

The Royal Society is committed to an equal opportunities policy in the provision of grants and awards. To ensure the effectiveness of this policy, please assist us by providing the information requested at the end of the application. The information will be kept separately from the rest of your application and will not be seen by those involved in making short listing decisions. The information provided will form a confidential statistical record/database in accordance with the Data Protection Act and will not be used for any purpose other than as an analysis of the Society's Equal Opportunities Policy. Your assistance in this matter would be much appreciated.

2. Eligibility details

General

- ALL participants invited to the scientific seminar must have a PhD or equivalent research experience at the time the application is made.
- The Indian and UK co-applicants may invite participants from the same department or institution as themselves. However, the maximum number of participants invited from the same department or institution should not exceed 5.
- The Scientific Seminar must be on a subject within the natural sciences, including: physics, chemistry, mathematics, computer science, engineering, agricultural and medical research, the scientific aspects of archaeology, experimental psychology and the history of science. The Royal Society does not cover social sciences or clinical research. Patient-oriented research and clinical trials are outside the Royal Society's remit.

Indian Side

- Participants in India should be scientists / faculty members working in regular capacity in UGC recognised Universities / Deemed Universities / Academic Institutes and National Research & Development Laboratories / Institutes.

UK Side

- Participants invited from the UK to the scientific meeting must hold a permanent or fixed term contract at an eligible institution which, if it is the latter, continues at least for the duration of the scientific seminar. Ineligible organisations include industrial, private and commercial organisations, university spin-out companies, governmental bodies and research institutes and research councils.

3. Assessment criteria

The main criterion for the assessment of these proposals is:

- The quality of the science outlined in the proposal
- The potential of the meeting to promote discussion that will ultimately result in future collaboration within India and the UK

The primary consideration will be:

- The research background of the UK and Indian scientist
- The strength of the scientists in the proposed area of research
- The quality of participants to the meeting and their area of expertise
- The strength of the proposal
- The potential contribution to the Indian and UK science base

4. Completion of application

Submission of application

It is the responsibility of both co-applicants (Indian & UK) to submit a copy of the application form to both the Royal Society and to the DST before the relevant closing date, 25 October 2010.

Please ensure that one copy of the application form is sent by post to the DST and Royal Society. Please can you also email a word document to both organisations (refer to page 6 for contact details). Failure to submit a completed application and letters of support may result in your application being rejected.

When submitting the application form, please ensure you have included the following:

- 1) **A completed networking application form.** Please ensure that the following information is included in the application form (additional pages may be used).
 - Theme of the scientific seminar
 - Proposed dates (between March 2011 and March 2012)
 - List of ALL participants (name & title, position, field of expertise, short explanation as to why they have been invited to participate)
 - Detailed budget
 - Tentative agenda (enter the names of the actual speakers)
 - Details of what we may expect as a result of this scientific seminar. What are the proposed outcomes (defined outputs)?
- 2) **Letter of support** (on headed paper) from the Head of Department in India
- 3) **Letter of support** (on headed paper) from the Head of Department in the UK

4) Equal opportunities form (optional)

5. References

The Royal Society and the DST require that **TWO** independent (nominated) references are provided. One referee should be based in the UK and be familiar with the work of the UK scientist and the other referee should be based in India and be familiar with the work of the Indian scientist. All references must be completed on the RS/DST referee statement form. **It is the responsibility of the co-applicants to choose and to ask each independent referee to submit a reference directly to the DST in India and to the Royal Society in the UK.**

The guidelines for choosing independent referees are as follows:

- The primary consideration is that he/she is able to comment independently and authoritatively on the application and area of research involved.
- The co-applicants will need to confirm with the referees that he/she is happy to provide a reference by the relevant closing date.
- Nominated referees from the same institution as the applicant or host are not accepted. The referee must not be a member of the Royal Society sitting on the assessment panel for this scheme, or a member of the Royal Society's Council (if you require further clarification, please contact the Royal Society).

Please ensure that a copy of your application form is given to your referee together with the reference form. All references must be submitted to the Royal Society and to the DST by the closing date. Nominated referees should send their references directly to the Royal Society and to the DST by either email or post by the relevant closing date (refer to contact details below).

5. Contact details

For additional advice on this scheme and for submitting an application, please contact:

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