

# International Fellowships Programme

## Application Guidance Notes for Applicants

2025 Competition

**PLEASE READ THESE APPLICATION GUIDANCE  
NOTES AND SCHEME NOTES CAREFULLY**

**ANY APPLICATION INCORRECTLY SUBMITTED  
WILL NOT BE ELIGIBLE FOR AWARD**

Applications should be submitted well in advance of the deadline; we recommend at least five days prior to allow for institutional approval.

## Using Flexi-Grant ®

Applications can only be submitted online using the British Academy's Grants and Awards management system (Flexi-Grant®) via <https://britishacademy.flexigrant.com/>. Further information about the Grants and Awards Management system can be found via <https://www.thebritishacademy.ac.uk/funding/flexi-grant>. If you have not previously used Flexi-Grant®, please follow the registration process from the Flexi-Grant®, homepage. ***Paper-based applications will not be accepted.***

Before completing the online form, all applicants should check that they comply with the eligibility requirements and ensure all necessary information is presented in the application. These requirements are strictly adhered to and applications without all the necessary information, or evidence to show the assessment criteria are met, will be rejected.

**All applications must be approved by the UK Host Organisation and the applicant's departmental support must be completed before you can submit via Flexi-Grant®. Late applications will not be accepted.**

## Completing the application form

The application can be completed by using the navigation tabs on the application summary page, with each page categorised as follows:

**Summary**  
**Eligibility Declaration**  
**Research Proposal**  
**Contact Details**  
**Lead Applicant Career Summary**  
**UK Sponsor Career Summary**  
**Financial Details**  
**Applicant Declaration**  
**Nominated Referees Support**  
**Head of Department Support (of the UK Sponsor)**  
**Lead Applicant's Supervisor Support**

A full list of question fields to be completed as part of the application can be found in the Question Guidance below.

## Participants

To complete and submit the application form, the lead applicant is required to provide supporting statements from five different individuals (including the UK Sponsor's Head of Department, two nominated referees, the Lead applicant's supervisor, and the UK Sponsor).

These individuals can be invited through the 'participants' tab displayed on the application form summary page, where you will find each of the required participants as described above.

Please select 'invite' and enter the e-mail address of the person you wish to invite to provide the relevant statements and send the invitation.

The recipient will need to accept your invitation before they can participate in the application.

You can monitor the progress of your participant's activity through this section of the application form, and issue reminders as required. Once the recipient has accepted your invitation, their status will be displayed as 'active.' Upon completion of their section of the application form, their status will be displayed as 'complete.'

**You will not be able to submit your application form until the status of all participants' shows 'complete.'**

**Once participants have completed all their sections of the application form, please remind them to select 'Save & Submit' on the application form page or select 'Submit your contribution' on the summary page.**

Please note that once an applicant submits an application on Flexi-Grant®, it is then directed to the designated Approver for the UK Host Organisation at which the applicant has applied to host an award. It is recommended that referring and supporting participants fulfil their requirements **at least 5 working days** before the submission deadline (**Tuesday 18 March 2025**) to ensure there is sufficient time for organisational approval. The UK Host Organisation approver must approve the completed application by the submission deadline.

## Participant Types

### Departmental Support

- The UK Host Organisation approver must approve the completed application by the submission deadline.
- The following individuals must be listed under the Participants tab:
  - Head of Department at the UK host institution
  - Lead Applicant's current supervisor overseas (if the applicant is an independent researcher or in industry, please use your direct manager or most recent academic supervisor; if the applicant is currently unemployed, please use your most recent academic supervisor)

### **Nominated References**

- Under the participants tab displayed on the application form summary page, please enter the e-mail address of the Nominated Referees who you wish to invite to provide the relevant statements.
- The following individuals must be listed under the Participants tab:
  - The applicant's Nominated Reference
  - The Sponsor's Nominated Reference

**It is the applicant's responsibility to liaise with the UK Host Organisation's Approver, Sponsor, Departmental Supports, and the nominated referees to ensure that the required tasks are completed by the deadline. Please contact the British Academy before the deadline if there is any issue. Alternatively, the UK Host Organisation's Approver, Sponsor, Departmental Supports, and the nominated referees can contact us directly. The British Academy will not be held responsible for emails that are not received due to address errors or spam filters and no provision is made for non-receipt of emails sent by the British Academy.**

### **Re-opening the Application form to Participants**

On the occasion that an invited participant accidentally submits their section of the application form prematurely, the lead applicant has the ability to re-open the application form for the participant. To do this, the lead applicant should return to the 'Participants' tab on the application form summary page. You will find a 're-open' button alongside the name of any participant who has completed their section of the form. Once you click this button, the form is reactivated and available for participants to amend.

## **Application Approvals**

**It is the Applicant's responsibility to ensure that approval of the application by the UK Host Organisation is completed before the closing date.**

The person responsible for approving your application will be the delegated authority at the **UK Host Organisation** where you are applying to hold your Fellowship. This may be someone within the research office, Faculty administration, Vice-Chancellor, or other administrative or management role.

The approver will be someone with the authority to approve the potential International Fellowship to be hosted within their organisation. They will have the capacity to approve that the proposed research and assure the proposed budget is appropriate and eligible for the International Fellowship.

**You will only be able to submit your application for approval by the UK Institutional Approver once all sections of the application form have been marked as complete, and the Sponsor, Head of Department, Nominated Referees and Supervisor have marked their work as complete AND have submitted their section (the applicant must check the status of the Sponsor, Head of Department, Nominated Referees and Supervisor under the 'Participants' tab on the summary page of the application form). Applications submitted after the deadline will not be accepted.**

# Question Guidance

Please read these guidance notes carefully as you complete the form.

Note that questions with \* are mandatory fields.

In the following table each box represents a page of the application form; the left-hand column contains the questions within each of these pages as set out in the form; the right-hand column contains useful guidance on its completion.

<b>Summary</b>	
Summary page	<p>The summary page of the application form provides instructions for submission of your application for approval from the <b>Host Organisation</b>. In addition, you are provided with an overview for each section of your application form, including the approximate length of time it will take to complete each section.</p> <p>The summary page also allows applicants to manage and invite participants (e.g., Head of Department and Nominated Referees etc.) who are required to contribute to the application form. Instructions for inviting participants can be found under the 'participants' tab on the application summary page.</p> <p><b>Note:</b> you will only be able to submit your application for approval by the Host Organisation once all sections of the form have been completed.</p>

<b>Eligibility Declaration</b>	
Eligibility Declaration *	<p>Please provide confirmation that you meet the eligibility criteria.</p> <p>Details of the eligibility criteria can be found in paragraph 42 of the Scheme Notes.</p>

<b>Research Proposal</b>	
Primary Subject*	Please indicate the subject most relevant to your research.
Project Title*	Please give the full title of your proposed project (Maximum 20 words).
Start Date*	Please enter the proposed start date of the project. Fellowships <b>must</b> commence between October 2025 and March 2026.
End Date*	Please enter the proposed end date of the project. The end date must be exactly <b>two</b> years after the proposed start date.

Host Institution*	<p>Please indicate here your choice of host institution, including the appropriate Faculty, Department, Research Institute or College where you propose to work.</p> <p>Please ensure that you also select this institution as the approving institution (and not your present institution). Note that the application must be approved by a relevant authority in this institution as part of the application process. Without such authorisation, the application will not be eligible for consideration. The Head of Department is also required to provide a supporting statement.</p>
Reasons for Choice of Host Institution*	Please explain the reason(s) for your choice of UK host institution (university/research institute/department).
Abstract*	Please provide an academic summary of your proposed project. This should be a summary of your research proposal, briefly outlining the background and summarising the aims of your project (Maximum 400 words).
Research Proposal*	<p>Please provide details of your research proposal in the field below.</p> <p>Explain why you have chosen to work in this subject area and what it is about your proposed research that you find particularly important. If applicable, please also explain the potential impact or wider benefits to society of your research.</p> <p>Please also provide details of any proposed fieldwork to be conducted outside the UK within your proposal. Provide details of location, duration, and justification for the fieldwork. Fieldwork is defined as "(practical) gathering of material or data specifically for the International Fellowship project" (Maximum 1500 words).</p>
Trusted Research*	<p>International research collaborations are fundamental to the equity, quality, diversity and impact of UK-based researchers and institutions. Most international collaborations will benefit all those involved and the expected usual status for this question is likely to be a null response, however, there will be cases where there are risks.</p> <p>Research funded through this programme needs to take account of security-related considerations. <a href="#">UKRI</a>, <a href="#">Universities UK</a> and the <a href="#">National Protective Security Authority</a> amongst others have published relevant guidance in this area. It is important to ensure that the research funded through this programme has undertaken relevant assurance related to reputational, data, financial, ethical and security risks.</p> <p>Please use this field to detail any research security risks that the application may encounter and how these will be mitigated. It should be noted that such risks could include the potential dual application of the research, the management of information, data and other knowledge sharing, and activities that could utilise the research to target people in other countries such as through internal surveillance and repression. A set of questions suggested by the NPSA to consider in relation to this issue is as follows:</p> <ul style="list-style-type: none"> <li>• Are there any potential ethical or moral concerns for the application of the research? If so, what are they?</li> <li>• Could the research be used to support activities in other countries with ethical standards different from the UK, such as internal surveillance and repression? If so, how might this be possible and how is it proposed this risk is mitigated?</li> <li>• Could the research be of benefit to a hostile state military or be supplied</li> </ul>

	<p>to other state actors? If so, how might it be of such benefit and how is it proposed this risk is mitigated?</p> <ul style="list-style-type: none"> <li>• Are there any dual-use (both military and non-military) applications to the research? If so, what are they?</li> <li>• Do you need to protect sensitive data or personally identifiable information? This may include genetic or medical information, population datasets, details of individuals or commercial test data. If so, how will you do so?</li> <li>• Is your research likely to have a future commercial or patentable outcome which you or your organisation would want to benefit from? If so, what is this outcome?</li> <li>• Is any of the research likely to be subject to UK or other countries' export licence controls? If so, what aspects of the research will be subject to such controls?</li> </ul> <p>As highlighted by UUK in its above guidance it is important to be aware that failure to comply with export control legislation is a criminal offence and the terms 'technology' and 'information' have much broader definitions in legislation than might ordinarily or commonly be understood. To maximise compliance with export control legislation, individuals should:</p> <ul style="list-style-type: none"> <li>• consider potential end-use possibilities of technology: it is the duty of researchers and their institutions to monitor potential end-uses of research, throughout the research life cycle. In some cases, research will have end-use applications that are unidentifiable in the early stages of development and continued monitoring is required</li> <li>• inform researchers about the implications of intangible technology transfer: researchers must be aware that controlled sensitive information transmitted electronically (e.g. via social media, fax and email, videoconferencing, sharing screens remotely) and verbally (e.g. in telephone and face-to-face discussions) may still be subject to export controls.</li> </ul> <p>There is also the <a href="#">Research Collaboration Advice Team</a>, which is a collaboration between the UK Government and academia that can provide advice to institutions on national security risks to international research.</p> <p>Applicants should be aware that government guidance and UK legislation may change, and they will need to take account of any such changes that may affect their proposed research (Maximum 750 words).</p>
Ethical Issues*	<p>This field is mandatory and must be addressed by all applicants.</p> <p>Are there any special ethical issues arising from your proposal that are not covered by the relevant professional Code of Practice? Have you obtained, or will you obtain, ethical approval from your employing institution or other relevant authority?</p> <p>It is not expected that any special ethical issues will arise that are not already covered by relevant professional Codes of Practice. The normal expectation, therefore, will be that applicants should answer the pair of questions with the answers 'no' and 'no.'</p>

	<p>If there are any special issues arising, but they have already been cleared by approval from a relevant authority, please answer 'yes' and 'yes.'</p> <p>If any special issues arise and approval has not yet been obtained, please answer 'yes' and 'no,' and provide an explanation.</p>
Previous Contact*	Please provide details of any previous contact with the UK-based Sponsor and indicate whether you have met them previously (Maximum 200 words).

Training Programme*	<p>Training and mentorship are an important part of the International Fellowships and must be included as part of the application.</p> <p>Please outline how the host organisation will support the career development of the applicant through training and mentoring activities.</p> <p>Please outline how this Fellowship will contribute to the training and development of the Lead applicant, including any training elements that are expected to be undertaken during the Fellowship (Maximum 500 words).</p>
Benefits to Individuals/Institution*	<p>Please clearly describe the planned outcomes and any potential benefits that will result from the proposed collaboration for you, the UK Sponsor, and the respective organisations.</p> <p>Clearly describe the planned outcomes and any potential benefits that will result from the proposed collaboration between the Applicant and the UK Sponsor (Maximum 200 words).</p>
Benefits to Overseas Country/Territory*	<p>Describe any potential benefits to the overseas country/territory and/or country/territory of origin that will result from the proposed project.</p> <p>This may include supporting the development of a well-trained research community and promoting economic development and social welfare of the country through enhanced research and innovation capacity to benefit the wider society (Maximum 200 words).</p>
Benefits to UK*	Describe any potential benefits to the UK and UK research that will result from the proposed Fellowship (Maximum 200 words).
Outline of Data Management and Data Sharing Plan*	If the proposed research will generate data that is of significant value to the research community, then please provide details of your data management and sharing plan (Maximum 200 words).
Overseas Field Research*	Please indicate here if you intend on conducting field research overseas.



<b>Contact Details</b>	
Title, Names, Address, Organisation, and Country/Territory*	<p>Review and complete your <b>personal details</b> accurately. Errors in this section can cause difficulties in processing your application. Errors will not be corrected after submission.</p> <p>Under this section, you should edit the <b>contact type</b> of the participants who will partake in your application form. The system default contact type is set as ‘collaborator.’ To amend the contact type of your Head of Department, click ‘edit,’ and under the contact type field, select the ‘Head of Department.’</p> <p><b>Organisation:</b> this table will automatically display details of the intended Host Organisation (marked by a tick) which you selected previously and your current organisation, if different from the organisation where the award will be held and administered.</p>
Email Address*	This field defaults to the account in which the application has commenced and is where all correspondence pertaining to the application throughout the application process will be sent. The applicant must therefore commence the application using the login email address used to register a user account on Flexi-Grant®.

<b>Applicant [and UK Sponsor] Career Summary</b>	
Full Name*	Please enter your full name, including the title. <b>[Sponsor only]</b>
Title of Current Position*	Please state the title of your current position. (Maximum 20 words)
Current Employer*	Please enter the official organisation name of your current employer. (Maximum 20 words).
Current Department*	Please enter the details of your current department. (Maximum 20 words)
Country/Territory*	Please select the country/territory where your current is based. <b>[Lead Applicant Only]</b>
Permanent Position*	Please confirm whether your position is permanent.
Current Position Start Date*	Please enter the date when your current position started.
Current Position End Date*	Please enter the date when your current position is expected to finish. If you are on a permanent contract, please enter 31 December 2050 as your end date.

Statement of Qualifications and Career*	Please provide details of your academic qualifications and career.
Other Academic Experience*	<p>Please provide details of all academic posts held prior to your present position (with dates), including any teaching experience gained during the course of doctoral registration.</p> <p>Please include details of any experience in organizing conferences, workshops, and wiki-based discussions. If none, please state none. (Maximum 500 words)</p>

List your Key and/or Relevant Publications*	<p>Please provide details of authors, titles, and references of your best publications in refereed journals, in reverse chronological order. You should choose not only the best but also those most relevant to the application to support your case.</p> <p>If appropriate, give the publisher or URL, including any password, where each publication may be obtained.</p> <p>Your list should have two sections: (i) refereed papers in primary journals, (ii) contributions to symposia and compiled volumes (refereed only).</p> <p>For publications arising from large collaborative programmes clearly specify the exact role and contribution made towards large collaborative research programmes that have resulted in multi-authored publications.</p> <p>If your field of research differs in any way from normal conventions, e.g., lead author, first author, and publications in journals being the main gauge of success, please provide a brief explanation at the top of your publication list. (Maximum 1000 words)</p>
Field of Specialisation*	Enter details of your field(s) of specialisation (Maximum 20 words)
Summary of Your Current Research*	Provide an outline summary of your current research. Please also include a brief comment on the strength of your organisation. (Maximum 200 words)
PhD Award Date*	Please enter the date that you were awarded your PhD. If you have not received your PhD, please enter your expected completion date.
PhD Institution*	State the name of the institution where you were awarded, or are completing, your PhD.
PhD Country/Territory*	State the country/territory in which you were awarded, or will be awarded, your PhD. <b>[Lead applicant only]</b>

Personal Statement*	<p>Please provide a personal statement about your research career to date including research-related contributions, prizes and achievements and your career and research aspirations in the long term. You should state why the aims of this fellowship will be beneficial to you at this stage in your career and how the fellowship will help you to reach your goals.</p> <p>Please note that you may use the personal statement to provide details of additional activities you have undertaken to demonstrate your contribution to the wider research endeavour (e.g., conferences, workshops, public engagement activities, etc.)</p> <p>The Academy appreciates that the impact of the coronavirus pandemic on researchers and their work will be varied. Please note that you may use the personal statement to provide details of how the pandemic has affected your research activities.</p> <p>Plain text only (Maximum 500 words) <b>[Applicant Only]</b></p>
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Applicant Research Funding*	<p>Please list all your current and previous research funding in reverse chronological order. The depth of information you provide is up to you, but this will represent you under assessment and so it is worth including as much good evidence for your academic merit as possible.</p> <p><b>Note:</b> The British Academy does not currently connect to ORCID so user profiles cannot be brought in automatically to this application. (Maximum 1000 words)</p>
UK Sponsor Statement of Support*	<p>Please provide a statement in support of the application as a PDF on headed paper, which includes your name, title, and contact details. Please detail the Lead Applicant's suitability for the project and set out the intentions for their career development. <b>[Sponsor only]</b></p>

<b>Financial Details</b>	
Budget Table*	<p>The International Fellowships are offered at 80% FEC and applicants may apply for research expenses of up to £12,000 and relocation costs of up to £8,000. Applicants will need to justify the level of research expenses and relocation costs requested in their application.</p> <p>Funds may be requested to cover the directly incurred staff costs of the award-holder, estates and indirect costs, and research expenses at levels commensurate with the expectations set out in these notes.</p> <p>All payments will be made in quarterly instalments directly to the UK host organisation.</p> <ul style="list-style-type: none"> <li>• Please provide details of the funding required for each year of the Fellowship under the relevant headings. International Fellowships are tenable for two years full time.</li> <li>• Directly Incurred Staff Costs – A contribution to the directly incurred salary costs of the award-holder at 80% FEC – the salary is to be negotiated between the applicant and the UK host institution. <u>The Academy will be monitoring the proposed salaries from an equality, diversity, and inclusion perspective.</u> Salaries should be commensurate with skills, responsibilities, expertise, and experience. It is expected that the requested basic salary for the first year will be comparable to academic staff at an equivalent career stage. Inflation should be applied to salaries by institutions with a justification provided for the level that they are using.</li> <li>• Estates and Indirect Costs – 80% of the award holder’s estates and indirect costs.</li> <li>• Research Expenses at 100% including travel, field trips, subsistence, accommodation, consumables, training, conferences, dissemination, and one-off relocation and visa expenses.</li> </ul> <p>Applicants <b>must</b> input the funding requests in the financial details table at 80% FEC for Directly Incurred Costs and Directly Allocated Costs and at 100% for Research Costs as outlined above.</p> <p>The following items are not eligible for funding (applicants registered with special needs may consult the Academy about possible exceptions prior to application):</p> <ul style="list-style-type: none"> <li>• salary costs for research staff/assistants;</li> <li>• salary costs, research expenses or other research support for the sponsor;</li> <li>• purchasing equipment;</li> </ul>

	<ul style="list-style-type: none"> <li>• open access fees;</li> <li>• computer hardware including laptops, electronic notebooks, digital cameras, etc.;</li> <li>• books and other permanent resources;</li> <li>• the preparation of camera-ready copy, copy-editing, proof-reading, indexing, nor any other editorial task;</li> <li>• subventions for direct production costs (printing, binding, distribution, marketing etc.);</li> <li>• costs of publication in electronic media;</li> <li>• carbon offsetting.</li> </ul>
Justification for Costs*	Please fully justify all claims for funding within the spaces provided.

<p><b>Applicant Declaration*</b></p> <p><b>Please declare that:</b></p> <p>You have read the Terms and Conditions of Award under which British Academy grants are awarded and, if a grant offer is made, you agree to abide by them.</p> <ul style="list-style-type: none"> <li>• You have access to the necessary facilities to enable you to deliver the research proposed and will continue to have access to the facilities for the duration of the project.</li> <li>• You have agreed with your Head(s) of Department that you will be afforded sufficient time and resources to deliver the research project as described in this application.</li> </ul>
<p><b>Nominated Referee Support*</b></p> <p>You should invite two referees who can provide confidential references for your application, by following the instructions under the ‘Participants’ tab on the application form summary page. Please check with them that they are happy to provide the references and inform them that they will be contacted by email and asked to provide references via the Flexi-Grant® system by <b><u>Tuesday 18 March 2025.</u></b></p> <ul style="list-style-type: none"> <li>• The primary consideration is that they are able to comment independently and authoritatively on your application (i.e., someone in your field, who is as independent a researcher as possible from the Applicant/Sponsor). You do not need to know them personally, but you should make sure they are able to provide a reference before adding them to your application.</li> <li>• It is requested that one referee be nominated by the Applicant and one by the UK Sponsor.</li> <li>• <b>At least one nominated referee must be based in the UK.</b> A UK-based researcher is defined as someone who holds a permanent or fixed term contract at a UK research organisation.</li> <li>• <b>Nominated referees from the same institution as the Applicant or UK Sponsor will not be accepted.</b></li> <li>• <b>Nominated references from the Applicant’s former/current supervisor (including PhD supervisor) will not be accepted.</b></li> <li>• The referee must not be a member on the assessment panel for this Scheme or a member of any of the British Academy’s Councils.</li> </ul> <p>References must be submitted in English. If a reference is not submitted in English, it will not be accepted and may render the application ineligible.</p>

### **UK Host Organisation Head of Department Support\***

You should invite the Head of Department from the UK organisation to provide a statement of support by following the instructions under the 'Participants' tab on the application form summary page. Please check in advance that they are able to supply their statement by **Tuesday 18 March 2025**.

Please Check which email address your Head of Department would like to use, as they may already be registered on Flexi-Grant® and mistakes may lead to a delay in processing your application.

The head of department is expected to detail your suitability for the department and the intentions for your career development, as well as confirmation that you will be provided with adequate space and access to resources at the Host organisation.

If the UK Sponsor is also the Head of Department at the UK organisation, an alternative referee is required to supply the reference, e.g., Deputy Head or Head of School.

### **Current Supervisor Support\***

You should invite your current supervisor overseas to provide a statement of support by following the instructions under the '**Participants' tab** on the application form summary page. Please check well in advance that they are able to supply their statement by **Tuesday 18 March 2025**.

Please Check which email address they would like to use, as they may already be registered on Flexi-Grant ® and mistakes may lead to a delay in processing your application.

No two references provided can be from the same person. If this is the case, then it may make the application ineligible. Therefore, alternative referees must be provided in accordance with the guidelines.

## Appendix 1: Application and Review Process

Application Submission Process Flow Diagram

