These guidance notes have been written for Administrators and Research Facilitators who are supporting applicants to the 2018 Newton International Fellowship round.

Please note:

There are changes to the University's guidance for 2018, in particular relating to the visitor status of fellows, please read this guidance carefully.

The aim of the Newton International Fellowship scheme is to encourage top international early stage postdoctoral researchers to create and maintain ties with UK research institutions. The Newton International Fellowships programme is available to eligible applicants from any country outside the UK.

The Scheme will fund 40 fellows for two years, on a full time basis. Upon completion of the award, alumni may also be eligible to receive follow-on funding to encourage long-term links with UK-based researchers.

Additional Fellowships are supported through the Newton Fund specifically for applicants from Newton Fund partner countries. The scheme also covers clinical and patient orientated research for applicants from some of the Newton Fund partner countries. Please see section on scheme changes arising from these new co-funding arrangements on Page 3 of these notes for guidance.

Helpful links:
Royal Society’s webpage for scheme guidance notes
Applicants who do not have a current login can register for one here
Research Services provides further guidance here
Conditions of Award - Royal Society Funding Schemes
Conditions of Award – Royal Society Newton Fund Schemes

Newton Fellowships will be taken up between October 2018 – 31st March 2019 (preferably 1st of the month) and are tenable for two years on a full-time basis. The outcome of applications is expected to be announced September 2018.
RS PROCESS INFORMATION

The submission path for a flexi-grant application is Fellow - Research Services - Royal Society.

As this Fellowship Application is under £1M, the Department is responsible for review and approval of the application. Research Services asks that applications are submitted online, accompanied by the approved X5 costing, no later than 5pm Tuesday, 20th March. If you would like your application to be reviewed by Research Services, please get in touch with your usual grants contact.

All reference statements must be uploaded to flexi-grant system before the applicant can submit to the host institution. It is the applicant’s responsibility to ensure that all referees have uploaded their statements by the deadline.

COSTING GUIDANCE

The Award and FEC

The scheme provides £24,000 per annum ‘subsistence’ costs for the fellow, plus up to £2,000 for relocation costs and up to £8,000 per year in research costs. The Fellowship additionally provides overhead costs to the host institution at 50% of the amount given to the fellow (up to £17,000 for the first year and £16,000 for the second).

X5

- **At project set-up in X5:** Enter the Supervisor as the PI; Select Royal Society as Funder and Newton International Fellowship Grant as the Scheme. Start date 1st of the month between 1st October 2018 – 31st March 2019 for a duration of 24 months.
- **PI/Supervisor post:** Tick salary, estates and indirects. (Unless they are already fully funded and claiming these costs on another Research Council project.) Approximately 1 hour per month is standard.
- **Non-staff costs:**
  - Subsistence = £24,000pa,
  - Research expenses = up to £8,000pa
    - Research funds may be spent on: equipment, consumables, or travel within the UK or internationally (if related to conducting fieldwork or attending conferences). Costs of attending and/or organising conferences for the purposes of disseminating applicant’s research should be limited to £3,000pa. In the case of organising conferences, workshops or seminars, only the cost of venue hire, materials and website and printed publications are eligible for support. Applicants should note that only the amount requested will be allocated. It is not possible to retrospectively increase the award amount.
  - Relocation = up to £2,000 in the first year only (please see note below on Immigration Health Surcharge).
- **Price tab:** Only the non-staff budget line will be applied to the Total price and the Actual % should show 150%. X5 will automatically calculate this.

All that should show up in the Total Price column on the Price tab in X5 is the non-staff costs and overheads. The maximum total price on the X5 should be £99,000.

The following costs are not eligible costs under this scheme:
Costs associated with accompanying dependents are not covered by the scheme. Research expenses may not be used to pay for:
- publication costs
- any personal costs including those of accompanying dependents, such as visa or NHS surcharge costs for dependents;
- the cost of travel, subsistence and visas for participants and speakers at conferences and
workshops or seminars you organise; and
- salary costs or other costs of research staff/assistants

You may wish to add a post for the fellow for information purposes, but should untick salary, estates, and indirects as these should not be reported as part of FEC.

Recording ODA (Official Development Assistance) Relevant Applications in X5

Please record any applications which are ODA relevant in X5 to enable us to report on the levels of ODA funding the University receives. If the Fellow is from a Newton Fund partner country (see below) and their Fellowship will therefore be supported through the Newton Fund, this will need to be recorded as a ‘keyword’ in X5. Enter ‘ODA Country’ as a keyword and select the relevant country from a drop-down list in the ‘Keywords’ tab (next to the project setup tab).

STATUS OF NEWTON INTERNATIONAL FELLOWS WITHIN THE UNIVERSITY

Visitors

Despite the title, the Newton International Fellowship scheme is intended as a visitor scheme. The Scheme notes state: “Payments to International Fellowship holders are classified as subsistence payments and do not constitute a salary.” The award letter, addressed directly to the Newton International Fellow, will state: “You are not considered to be an employee of the UK host organisation, or the Royal Society for the duration of the Fellowship. It is expected however that your host organisation gives you the necessary departmental and institutional support to complete your Fellowship successfully, including adequate office and laboratory space and access to essential equipment and facilities.” HMRC have assessed the scheme and classified the payments as being made under a Contract of Training, as long as the individual’s time is devoted to research, and time spent on teaching and supervision is limited (see attached letter from HMRC, dated 12 April 2010). Accordingly, Newton Fellows should be hosted as visitors to the host department / faculty. The host department / faculty must therefore consider carefully the nature of the project and the way that the work will, in practical terms, be carried out to ensure that the fellow’s status as a visitor will be properly recognised and respected.

All Newton International Fellows must sign a Visitor Agreement for NIFs prior to the start date of their fellowship. This is the responsibility of the host department / faculty. Your HR Business Partner will advise in the event of any queries. Advice should also be provided to NIFs indicating which facilities are open to them as visitors (e.g. Bodleian access but not all staff benefits), and how they are expected to behave. A template Visitors Agreement for NIFs and a covering letter can be found on the Personnel website, under Templates and Forms. (http://www.admin.ox.ac.uk/personnel/templates/)

Most importantly, advice is attached for PIs on how to liaise with the fellows in such a way as is consistent with their non-employment visitor status. It is strongly recommended that administrators / facilitators and HR staff in departments also familiarise themselves with the guidance, in order that they may advise and support, where appropriate.

Visas and Immigration Health Surcharge

In common with all visitors, fellows must have a Right to Work in the UK. As all fellows will be non-UK citizens, they may require a visa and may be liable to pay the NHS surcharge. The relocation costs of the fellowship can be used to cover visa and NHS surcharge costs for the grant holders, but not for any dependents.

Under previous schemes Newton Fellows have been required to have a Tier 5 (temporary worker) visa. For the future the Royal Society have secured agreement that the Fellows should be eligible to apply for Tier 1 (Exceptional Talent) visas through the Research and Innovation Talent Scheme.
Under this scheme, fellows apply for their own visas, and are responsible for their own reporting to the Home Office. The Royal Society’s website gives information about how fellows should apply: [https://royalsociety.org/about-us/competent-body/](https://royalsociety.org/about-us/competent-body/)

For further information about Tier 1 (Exceptional Talent) see [http://www.admin.ox.ac.uk/personnel/permits/tier1/exceptionaltalent/](http://www.admin.ox.ac.uk/personnel/permits/tier1/exceptionaltalent/).

**CO-FUNDING BY THE NEWTON FUND AND THE ACADEMY OF MEDICAL SCIENCES**

Additional Fellowships are supported through the Newton Fund specifically for applicants from Newton Fund partner countries; this initiative was introduced in 2015 and aims to develop long-term sustainable growth and welfare of partner countries through building research and innovation capacity, and forms part of the UK’s Official Development Assistance commitment. Newton Fund countries include Brazil, China, India, Mexico, South Africa, and Turkey.

The Newton International Fellowships Scheme covers researchers in the following disciplines: physical sciences, natural sciences, social sciences, and the humanities. The scheme also covers clinical and patient orientated research through the Academy of Medical Sciences, but only for applicants from the above-named Newton Fund partner countries.

**Clinical Researchers**

Clinical researchers that wish to undertake paid clinical practice while in the UK should bear in mind that this may impact on the tax free status of the fellowships subsistence funding, and on the visa required to come to the UK for non-EEA nationals. For queries concerning clinical practice while holding a Newton International Fellowship, please advise applicants to contact newton.international@acmedsci.ac.uk
ADVICE FOR CO-INVESTIGATORS ON NEWTON INTERNATIONAL FELLOWSHIPS

The Newton International Fellowship scheme guidance describes the role of the host PI as ‘Co-investigator’ and not ‘supervisor’. This is an important distinction to bear in mind in hosting a Newton International fellow (NIF). The host institution is required to provide ‘Access for the individual to the institution and department facilities (adequate office and laboratory space and access to essential equipment and facilities, etc).’ It does not require supervision of the fellow. The purpose of the fellowship is for the NIF to develop research interests within a supportive environment. Therefore it is not a necessary part of the scheme that the fellow’s research project encompasses something that you or your research group wishes to develop, or that the University would claim ownership of.

When agreeing to host a NIF it is important for all parties to be clear that they are hosted as visitors in the University and not as employees or workers. They are paid a subsistence allowance of £2,000 per month, free of tax and National Insurance. It is important that you liaise with the fellow in such a way as is consistent with their visitor/non-employment status and do not treat them as a supernumerary addition to your research group. This means that you must respect the fellow’s independence as a research fellow and:

- You should not allow them to participate in general, professional departmental/laboratory/group activities such as supervising others, teaching or managing areas of work outside of their project
- You should not expect them to take on day-to-day administrative or management tasks for the department or research group
- You should not issue invitations to participate in research beyond their agreed research project
- You may invite them to join in meetings, and other similar group or departmental professional/work activities, but should acknowledge (and let them know) that they are under no obligation to attend or participate, as you might reasonably expect of a newly employed member of your research group

Should the fellow wish to undertake any teaching this must be kept to a minimum, in order not to conflict with HMRC’s guidance on the scheme. It must also be covered by a separate letter of engagement.

As they are visitors, you must not monitor the attendance or performance of NIFs, as you would for employed or student members of your research group. This means that:

- You may offer to guide their research, in your capacity as mentor, but should not monitor their progress or seek to influence the direction of the research project. It is not a requirement of the scheme that the research project should provide benefit to the University.
- You may ask them to contact you if they will not be coming into the department, for example if they are unwell, in accordance with your duty of care to a visitor, but you should not expect them to seek approval for absences and you must not keep records of their attendance, or absence.

You should note that the visa route for non-EEA NIFs has changed with effect from the 2018 application round. Under previous application rounds fellows who needed a visa to work in the UK applied through the Tier 5 (temporary worker) route, with the sponsorship of the University. For the future the Royal Society have secured agreement that the Fellows should be eligible to apply for Tier 1 (Exceptional Talent) visas through the Research and Innovation Talent Scheme. Under this scheme, fellows apply for their own visas, and are responsible for their own reporting to the Home Office. NIFs needing assistance with their visa application should be directed to the Royal Society’s website which gives information about how fellows should apply https://royalsociety.org/about-us/competent-body/

If you have any questions or concerns please contact your departmental administrator/HR contact.