

RSC Researcher Development and Travel Grant

This document is to answer frequently asked questions about the grant. Please refer to the [Terms and Conditions](#) for more detailed information.

Membership requirements & details on how to upgrade membership.

All applicants must be an RSC member either Affiliate (AFF), Associate Member (AMRSC), Member (MRSC) or Fellow (FRSC) categories at the application deadline.

Undergraduate student member (Affiliate-Ugrad (AFU)) is **not** an eligible category of membership for this grant. If you hold AFU you will need to upgrade to Affiliate or above. You can contact membership@rsc.org and they will be able to assist you with this.

Please note that you must hold an eligible category of membership before you submit an application to the grant. Your application will not be considered if you do not hold an eligible Membership category when your submitted application is processed by staff. It is your responsibility to ensure that you hold the correct category at submission. Please contact membership@rsc.org if you are unsure.

* Categories of Membership

Undergraduate student member (Affiliate Ugrad AFU)	Ineligible: Requires upgrade to Affiliate or above. Needs to be approved by application submission.
Affiliate (AFF)	Eligible
Associate (AMRSC)	Eligible
Member (MRSC)	Eligible
Fellow (FRSC)	Eligible

If your membership login shows your membership status as “Web Applicant / Applicant” this means your Membership Application is still being processed, and you have not yet been admitted as a member. You will receive a confirmation email to confirm once it has been activated.

If you are upgrading your membership category, please check the web portal to confirm the change is complete – your new category will show there once the upgrade is finalized. For renewals, you will need to check that the ‘paid through date’ on your portal has been updated.

How do I submit my application to the Grant?

Please carefully read the [Terms and Conditions](#) document to ensure you are eligible and that you have all of the information you need to apply.

You will then need to log onto our online application system. If you have not used the SurveyMonkey Apply system before, you will need to create an account (this is not an RSC system and so your RSC membership login will not work). Once you have created an account, it will take you step-by-step through completing your application, from entering your details, uploading your project proposal and obtaining the required contributions from your collaborator or supervisor/line manager/head of department.

Why can't I start a new Researcher Development & Travel Grant application on my current SurveyMonkey Apply account?

The SurveyMonkey Apply system will not allow applicants to create a new application if they have already submitted an application in the current funding round or if they have received a Researcher Development & Travel Grant within the last 3 years (see clause 3.3 in the Terms & Conditions).

If you have any queries on previous applications or grants please contact funding@rsc.org

Multiple SurveyMonkey Apply Accounts

Applicants should only register for one SurveyMonkey Apply account to use for Grant applications. If you feel the system is incorrectly preventing you from starting an application, please get in touch with us. Applicants **must not** create a new SurveyMonkey Apply account to bypass our eligibility criteria/restrictions. Such applications will not be considered and may affect any future applications you wish to make.

Can I save my application to return and complete at a later stage?

You are not required to complete your application on the same day you start it. You have the option to save your application as you go through allowing you to return multiple times prior to submission.

I need to reset my Application Portal password. How can I do this?

You can request a password reset by visiting this page: <https://roysocchem.smapply.io/acc/p/>

Still unable to reset password on SMA.

As this is not an RSC site we are unable to reset or request for your password to be changed. If you follow the below instructions, SMA staff will be able to assist you. Please bear in mind that they are based in Canada so response times may vary, but they are usually really quick to help.

In order to assist you further with accessing the site, please take the following steps:

- Go to the Support Contact Form (<https://roysocchem.smapply.io/helpdesk/>).
- Select from the available drop downs the options that best describe your issue, and review the suggested articles as they may help to resolve your concerns.
- If you are unable to find an answer to your question in one of the articles, click Request Support.
- Enter the Name and Email address that your account is registered under.
- Provide the subject of your email and a brief description of your issue.
- Click Submit.

Alternatively, you can also send SMA an email directly at (support@smapply.io) from your account's email address, requesting login assistance. In order to maintain the security of your account the following conditions must be met when requesting login assistance:

- The request comes from the exact email address that you are using to login to SurveyMonkey Apply.
- There are no additional recipients on the email chain.

I am unable to access the next task on the form.

Some tasks can only be started after you complete one or more previous tasks. Please note, you will not be able to submit your application until all sections have been completed including those that require other parties to provide letters or declaration of approval. So allow plenty of time for them to complete prior to the grant deadline as stated on the webpage.

I have missed the application deadline. Can I still apply in this round?

For fairness and transparency to all applicants, we must apply our rules consistently. This means that we do not allow late applications. You are welcome to apply in the next application round providing you meet all eligibility criteria of that round.

Grant Specific Questions

How do I complete the budget table?

Please ensure you complete the relevant sections for your chosen activity. The table below gives further guidance.

Please only include the costs for which the funding will be used.

All costs should be in British pound sterling (£). If costs are in a different currency, include details and conversion rates in the "Details" column.

	Amount Requested (£)	Details (please provide full justifications for the amounts requested)
Travel	Put total amount here	Include details of individual travel costs and journey details in this box. For example: • Return flight from x to x - £xx • Train/taxi/bus fares from home to airport xx
Registration fees	Put total amount here	Include details of any costs to participate in the activity and what the cost is for For example: • Registration fees for conference £x • Course fees for training £x
Accommodation	Put total amount here	Include details of any accommodation costs needed to participate in the activity and what the cost is for For example: • Hotel for x nights, £xx
Food and Drink (maximum of £30 a day for food)	Put total amount here	Include number of days of activity
Technology (e.g. AV equipment hire) or essential software (for organising your own meeting only)	Put total amount here	Only for use if you have selected to "Organise my own scientific meeting"
Venue hire (for organising your own meeting only)	Put total amount here	Only for use if you have selected to "Organise my own scientific meeting"
Speaker expenses (for organising your own meeting only)	Put total amount here	Only for use if you have selected to "Organise my own scientific meeting"
Other (maximum £50 Please see T&C's for eligible costs)	Put total amount here	Include details of any other eligible costs associated with participating in the activity that the grant will be used for and not already covered in the budget table. Please note this is for eligible costs only – please see section 6 of the T&C's

		Please do not use this section to detail costs that are already covered in the table above i.e. travel costs.
Total		

What are the activity-specific questions/requirements for this scheme?

Please note you may be required to provide information specific to your activity type e.g. meeting attendance or lab visit. For further information, please see Appendix A in the [Terms & Conditions](#). If you are unsure what to provide, please contact us at funding@rsc.org.

What is the supervisor/manager/Head of Department declaration?

Applicants must include a declaration of support from either their current supervisor, line manager or Head of Department within their application. ***Please make the nominated person aware of this before entering their details into the application system.***

If you are a PhD student, the person you nominate should be your PhD supervisor or Head of Department. If you are working in research (including postdocs), this person should be your current Supervisor, Line Manager or Head of Department.

The purpose of this declaration is to ensure that your current supervisor/line manager/Head of Department knows about this application and that there are no barriers to your participation in the activity. We cannot consider applications that include a declaration from a previous supervisor/line manager/Head of Department.