

## RSC Sustainable Laboratories Grant Frequently Asked Questions

### Membership requirements & details on how to upgrade membership

Lead applicants must be an RSC member Affiliate or above.

Undergraduate student member (AFU) is **not** an eligible level of membership for this grant. If you hold AFU you will need to upgrade to Affiliate or above. You can contact [membership@rsc.org](mailto:membership@rsc.org) and they will be able to assist you with this. 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. Your Membership application must be approved by the grant deadline.

#### Levels of Membership

Member	Eligible
Fellow	Eligible

For more information about RSC membership, please see: <https://www.rsc.org/membership-and-community/>

### **How do I submit my application to the Grant?**

Please carefully read the [Guidance for Applicants](#) 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.

### **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 SurveyMonkey Apply?**

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, SurveyMonkey 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 [Eligible](#)

- 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 SurveyMonkey an email directly at ([support@smapply.io](mailto: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 would like to apply to the Sustainable Laboratories Grant, but I am not based in the UK or Ireland.**

The Sustainable Laboratories Grant is open to applicants anywhere in the world. The lead applicant must be an RSC member.

**I am unable to access the next task on the application 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.

**Please explain the difference between lead applicant and co-applicant**

The lead applicant is responsible for submitting the application and the overall delivery of the project. They are the main point of contact and are responsible for the use of the grant and submission of the grant report upon completion of the project. Any grant funds awarded will be paid in a single payment to the lead applicant's organisation. We anticipate that in most cases, the lead applicant will be an RSC member.

Applications may also involve a co-applicant. The co-applicant is someone that is part of the project team and has a clear role and responsibilities in the project. They should be involved in developing the project proposal as well as making a significant and essential contribution to its delivery. Co-applicants must not be added solely to fulfil grant eligibility requirements. Applicants will be asked to provide information on the co-applicant's role as part of the application.

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The Sustainable Laboratories Grant is a broad scheme and we will consider any application for projects, initiatives or activities that seek to accelerate the chemical sciences community's journey to environmentally sustainable research and innovation. For consistency, we refer to any eligible project, initiative or activity as "project" in our documentation for this grant scheme.

Eligible projects are (1)3(6)jEMC /P A(t)-1S-2.3ovEMC /P e.06 -15 TovE (of)-1(e)-2.1(t)-1P A(t)- ( f)-1(al)-8.9 (l)3(n o)-2.