INTERNATIONAL VISITING FELLOWSHIPS
FUNDING GUIDELINES

This programme offers an opportunity for research groups to attract International Visiting Fellows who can contribute to the wider research activity of the University by hosting external visitors for an extended period of time.

Scheme Objectives:
The International Fellowship scheme is designed to attract leading researchers to Warwick to undertake a significant programme of engagement with a wide cross-section of the University.

The fellowships will allow International Visiting Fellows to spend up to 10 weeks at Warwick (per visit or accumulated visits). It is recommended that the visit is no less than 10 days in duration to provide sufficient time to deliver a programme of activity and build on existing/new partnerships.

Applicants should identify events and activities which the proposed Fellow will contribute to or lead which enhance the research programmes, strategies and knowledge exchange across these different groups. The programme of events should aim to incorporate a number of the following:

- Research and/or training event targeted at early career scholars
- A public event (the IAS seminar room can be booked free of charge for events organised as part of the visit)
- Interdisciplinary activity aimed at an audience beyond the Fellow’s immediate field of specialism (e.g. lecture, performance, exhibition, seminar, workshop)
- Presentation of Fellow’s core research to targeted audience
- Exploration of further collaborative opportunities with groups/individuals beyond the Principal Applicants research area
- Cross-university and/or cross-sector meetings
- Engagement with IAS research fellows (typically providing a career-development talk to the IAS cohort on a Thursday afternoon during term-time as visit dates permit)

More than one Fellow can be nominated by the Principal Applicant; the nominees’ visit dates should overlap but do not have to be of the same duration.

Eligibility:

Applications cannot be submitted independently by the potential Fellow themselves. The Fellow(s) must be nominated and hosted by a permanent Warwick academic staff member (including probationary staff) or holder of a fellowship awarded by an external funder (the duration of which extends beyond the proposed activity).
The application and supporting CV is expected to convey the leading impact of the Fellow’s expertise within their research field and their primary location is expected to be outside of the UK.

The Principal Applicant is expected to be present during the tenure of the Fellowship and is responsible for liaising with the nominated Fellow prior to submission of the application and coordinating their events.

A second nominator should be named who will take responsibility for hosting the Fellow in case of the nominator’s unforeseen absence.

Applications to support a single in-coming visitor are encouraged; however, to help deliver a dynamic programme of activity, applicants are invited to consider whether there is scope to host the Fellow for a series of extended visits and/or host 2 or more visitors who can all contribute to the programme of activity. When 2 or more Fellows are to be nominated, candidates within the UK and/or at an earlier stage of their career can be selected as long as the criteria is met.

**Funding available:**
- Up to £2,500 for a single visitor
- Up to £4,000 for 2 or more visitors, or a series of visits
- An additional £1,000 for activities held in either Venice or Brussels
- A per diem of £35 per day (up to a maximum of £980); **please do not include this in the budget**

The award funding is to be used to cover international and local travel expenses, publicity, event organisation and coordinator. **Please note:** the Principal Applicant is responsible for coordinating travel arrangements in accordance with University policy, organising the room hire and catering for events, as well as publicising the activities.

Accommodation is provided at one of our residential facilities, Cryfield Grange or Cryfield Cottage, for a period of up to 10 weeks duration. These are both self-catering facilities and whilst spouses/partners of the Fellow can also be housed at both locations, due to Health and Safety and safeguarding regulations, children under the age of 18 cannot be accommodated. Should the Fellow need to be housed elsewhere, funds must be raised from the nominating department.

The IAS has hot-desking facilities for International Visiting Fellows to use during their time at Warwick.

**Review Criteria:**
Proposals will be reviewed by a small college comprising representatives of IAS and relevant academics.

Applications will be assessed on:
- Quality of the proposed Fellow(s) contribution to their field, as attested by CV
- Ability of the programme to advance collaborative research activities
- Breadth and/or depth of research constituency at Warwick to which the proposed Fellow will appeal
- Ability of programme of events to enrich the research environment across a wide range of departments / audiences
- Value for money – potential impact of activity relative to IAS contribution

**Deadlines:**
Applications are invited 3 times a year.

Applications should be submitted by **midday (12pm)** on the day of the deadline:

<table>
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<tr>
<th>Year</th>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
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<tbody>
<tr>
<td>2018/19</td>
<td>Call closed</td>
<td>12 February 2019</td>
<td>21 May 2019</td>
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</table>

Funding decisions are expected to be announced 5 weeks after the application deadline.

Awards can only be held within a single financial year (between 1st August – 31st July); the offer letter will provide confirmation of the valid award period.

It is the responsibility of the award holder to ensure that expenditure has been appropriately recorded. The award holder’s department will be responsible for any over expenditure and/or late claims.

**Application Process:**
Applications should be submitted electronically through the [Online Submission System](#).

1. A completed application form ([available on the scheme webpage](#)). This must be completed in line with the guidance given below and be signed by the applicant and Head of Department (or nominated representative). Electronic signatures are acceptable.

2. A CV (maximum 4 pages, in English) for the proposed Fellow highlighting any publications, activities or achievements that are especially relevant to this application.

3. A letter of support or email from a Head of Department, Head of School or senior level colleague, to provide confirmation of the potential fellow’s position in their institution and appropriate institutional support for the visit.

**Guidance for completing the application form**

<table>
<thead>
<tr>
<th>Nominator / Principal Applicant</th>
<th>This should be the Warwick academic who will be the host and main collaborator with the fellow during their time at Warwick</th>
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<tbody>
<tr>
<td>2nd Nominator</td>
<td>A second nominator should be named who will take responsibility for hosting</td>
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</table>
the Fellow in case of the nominator’s unforeseen absence

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<tr>
<th>Proposed Visiting Fellow</th>
<th>Please complete all sections</th>
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<tbody>
<tr>
<td>Visit Details</td>
<td>Fellowships should be for a maximum of 10 weeks (and minimum of 10 days) and it is anticipated that applicants will make full use of this period. Please provide alternative dates where possible as this helps us when making the accommodation bookings</td>
</tr>
<tr>
<td>Agreement of Applicant</td>
<td>All forms must be signed by the Principal Applicant. Electronic signatures are acceptable</td>
</tr>
<tr>
<td>Case for Support</td>
<td>Please give a case for the fellowship under the headings given.</td>
</tr>
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</table>

**Expertise of the Proposed Fellow:** A short description of the research specialisation of the nominated fellow, highlighting any outstanding achievements in the field and link to the research of the nominating academic(s) as well as any evidence of interdisciplinarity and links to a GRP. The fellow should bring complementary skills or synergistic approaches to experimental, theoretical and other activities.

**Overview of the partnership and/or previous collaborations to date:** A summary of the previous connection to the institution and/or fellow and any previous collaborative activities.

**Purpose and objectives of the visit:** Aims of the collaboration in the short, medium and long term highlighting how the fellowship will extend existing collaborative research activity.

The fellow should create greater impact for existing projects, establish the feasibility of new projects, or obtain preliminary results which may deliver joint publications and applications for further research funding.

**Rationale for multiple visits/fellows(if applicable):** where applicable

| Schedule & description of proposed activities: | During their stay, it is anticipated that alongside research, the Fellow will contribute to a number of activities targeting a variety of cross-disciplinary audiences. Applicants should therefore identify events and activities in which the proposed Fellow will participate. These may include activities such as, lectures, performances, exhibitions, seminars or workshops aimed at an interdisciplinary audience, cross-university and/or cross-sector meetings (possibly organised by GRPs), one-to-one exploration of further collaborative opportunities with groups/individuals in other areas. |
Fellows will be able to engage with IAS research fellows, typically providing a brief career-development talk at the IAS’ Accolade programme.

| **Biography** | Please provide a brief biography of the fellow including their research interests. This will be used to create a profile for successful Fellows on the IAS website.  
A CV (maximum 4 pages, in English) for the proposed Fellow highlighting any publications, activities or achievements that are especially relevant to this application should also be uploaded to the application website (as a Word document or PDF). |
| **Resources** | Please give a breakdown of the costs associated with the fellowship. These should be the travel costs (including any visa fees) and the costs associated with the activities detailed in the Schedule and Description of Proposed Activities.  
The per diem of £35 per day (up to a total of £980) does not need to be justified in the application. |
| **Signatures** | All forms must be signed by the Head of Department or nominated representative. Please also provide the details of the Department Administrator/Secretary.  
Electronic signatures are acceptable |

For further information please contact IAS@warwick.ac.uk.