INTERNATIONAL FELLOWSHIPS
GUIDANCE NOTES

This programme offers an opportunity for research groups to attract international 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 scheme provides a platform to:

- Champion Warwick as a centre of scholarly excellence at an international level
- Raise the profile of Warwick’s multi-disciplinary research community, including activity led by the Global Research Priorities
- Engage with external experts
- Enrich the research and training environment for early career postgraduate and postdoctoral scholars at Warwick

Visitors are expected to be based at Warwick for approximately 10 days although the maximum duration can extend to 10 weeks. During their stay, it is anticipated that the Fellow(s) will contribute to a number of activities targeting a variety of cross-disciplinary audiences. Applicants should therefore identify events and activities which the proposed International 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
- 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)

Fellows are also required to submit material as requested by the IAS (e.g. posters / podcasts/ profile information) that can be used to promote the visit and scheduled events.

To help deliver a dynamic programme of engagement, 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:
The Fellow(s) must be nominated by a permanent Warwick academic staff member (including probationary staff) who will serve as the nominator of the external candidate. Applications cannot be submitted independently by the potential Fellow themselves.
Nominations to host a Fellow can be made either by an individual staff member or by a research group. Where group nominations are made, a Principal Applicant must be identified on the application. The Principal Applicant is responsible for liaising with the nominated Fellow prior to submission of the application, for coordinating the Fellow’s events and, and is expected to be at the University during the tenure of the Fellowship. A second nominator should be named who will take responsibility for hosting the Fellow in case of the nominator’s unforeseen absence.

**Principal Nominee:** The calibre of the primary nominated Fellow is of paramount importance and the application and supporting CV is expected to convey the leading impact of the Fellow’s expertise within their research field. The Principal nominee’s primary location is expected to be outside the UK.

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 Principal Nominee criteria is met.

**Funding:**
The maximum award value for a single visitor is £2,500. Nominations to host 2 or more visitors, or undertake a series of prolonged visits can claim up to £4,000. In addition, applicants whose proposed activities include an event at Warwick’s Venice Research Centre or at Warwick’s Brussels Office are eligible to seek an additional £1,000 to support this aspect of the programme. The award funding is to be used to cover international and local travel expenses, publicity, event organisation and coordinator (for example ad-hoc administrative event support can be paid to postgraduate or postdoctoral researchers).

The Fellow will also receive a standard per diem (to cover food and sundries) of £35 per day, up to a maximum of 4 weeks (£980). This expense is covered directly by the IAS in addition to the award value and should not be included in the application budget. Furthermore, the IAS will organise and pay in full the Visiting Fellow’s accommodation in Cryfield Grange for a period of up to 10 weeks duration. This is a self-catering residential facility and whilst spouses/partners of the Fellow can also be housed at Cryfield Grange, due to Health and Safety regulation, children under the age of 18 cannot be accommodated. Should such circumstances result in the Fellow needing to be housed elsewhere, funds must be raised from the Nominator’s department to cover this cost in full.

Fellows may also be provided with an **office in the IAS** (Millburn House), if the sponsoring department/research centre requests this. Equally, the IAS seminar room (capacity 35) can be booked free of charge via the IAS resource account (IAS@warwick.ac.uk) for events organised as part of the visit.

It is the responsibility of the Principal Applicant to coordinate the travel arrangements in accordance with University policy, organise the room hire and catering for the events as well as publicise the activities.

**Review Criteria:**
Applications that propose a spectrum of innovative and/or high impact activities associated with the Fellow will be graded more highly than nominations of scholars of similar quality that are less ambitious in programmatic scope. The extent and impact of the planned activities should reflect the duration of the visit, with longer periods of residence providing more sustained programmes of activity.
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. Deadlines are set out in the table below and applications should be submitted by midday (12pm) on the day of the deadline.

<table>
<thead>
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<th>Year</th>
<th>Term 1 Week 7</th>
<th>Term 2 Week 7</th>
<th>Term 3 Week 11</th>
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</thead>
<tbody>
<tr>
<td>2015/16</td>
<td>Call closed</td>
<td>Call closed</td>
<td>Call Closed</td>
</tr>
<tr>
<td>2016/17</td>
<td>Monday 14th November 2016</td>
<td>Friday 24th February 2017</td>
<td>Wednesday 5th July 2017</td>
</tr>
</tbody>
</table>

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

**Duration of Award:**

It is recommended that Fellows undertake a period of residence of at least 10 days to provide sufficient time to deliver the programme of activity and build on existing/new partnerships. The maximum Fellowship duration is 10 weeks (per visit or accumulated visits).

Awards can only be held within a single financial year (between 1 August - 31 July), check offer letter for confirmation of valid award period.

All expenditure must be recorded in the University accounts (SAP) by 31 July in the same academic year in which the award is valid. 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.

**Further Information:**

The Application Guidance document provides further information on how to complete the form. Applications should be submitted by email to IAS@warwick.ac.uk or a hard copy sent via the internal mail to the Institute of Advanced Study, Millburn House.