RESIDENTIAL FELLOWSHIPS
GUIDANCE NOTES

This programme supports the extensive global and cross-sectoral partnerships fostered by Warwick academics, offering the opportunity to host collaborators at Warwick for a short, intensive visit to deliver joint research outputs.

Scheme Objectives:
The Residential Fellowship scheme is designed to facilitate the delivery of collaborative research activity by providing the opportunity for external partners to be based at Warwick to work on a shared deliverable at the same time as supporting the continuation of the partnership.

Visitors are typically expected to be based at Warwick between 3-10 days to advance a clearly defined research-focused output that has been initiated through an external collaboration.

The activity can include but is not limited to the following:
- Defining a new area of collaborative research
- Writing a joint publication
- Developing a monograph, chapter or book publication
- Preparing a large funding application
- Preparing material for a large conference, symposium or summer school led by Warwick
- Delivering a public engagement event
- Developing REF-impact

Eligibility:
Nominations to host a Residential Fellow must be made by a permanent (including probationary) member of Warwick’s academic staff (Nominator). The fellowship candidate cannot apply independently to the IAS – it is expected that the candidate will already be known to the Warwick nominator.

Members of research organisations and universities holding a post equivalent to an academic or postdoctoral appointment are eligible nominees, as are members of the arts community, policy makers and representatives from business and industry etc. Nominees may be based in any country however, if they are already based in the UK, the added value of hosting them as a Residential Fellow must be stipulated in the application.

Funding:
This scheme provides accommodation and a travel bursary only. The travel allowance is based on the country of origin of the Nominee as follows:
- UK fellow - £100 contribution
- Fellow travelling from Europe - £250 contribution
- Fellow travelling from outside Europe - £550 contribution (from 16-17)

Fellows will be hosted at Cryfield Grange, the IAS’ residential, self-catering facility. Prior to completing the travel arrangements, the host must check with the IAS to confirm accommodation is available for the duration of the visit. Taxi transportation between the Grange and Warwick campus is covered by the IAS.
The IAS is only able to provide accommodation at Cryfield Grange – alternative accommodation costs would need to be covered from other sources.

Additional financial resources required to support the activities to be undertaken during the visit and/or the additional travel and subsistence costs are expected to be provided from other departmental/external sources including the Nominee themselves.

**Review Criteria:**
- Clarity and significance of stated objective(s)
- Suitability of proposed activity/duration to achieve objective(s)
- Track record of partnership / merit of emerging collaboration
- Significance of proposed activity to contribute to Warwick’s national / international research profile
- Added value of Nominee being located at Warwick / scope to strengthen research partnership
- Evidence of ongoing development of research partnership

**Deadlines:**
From 2016/17, 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>
<tr>
<th>Year</th>
<th>Term 1 Week 7</th>
<th>Term 2 Week 7</th>
<th>Term 3 Week 11</th>
</tr>
</thead>
<tbody>
<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>

**Duration of Award:**
To significantly advance the specified research output, visits must be at least 3 days in duration. The maximum length of the visit should be agreed between the Nominator and Nominee and the scope of activity tailored accordingly. Visits are usually expected to last between 3-10 days however, in exceptional circumstances and with appropriate departmental support, visits of up to 10 weeks may be considered. In such circumstances it is encouraged that additional financial assistance is secured from other sources to contribute towards living expenses for the Nominee (currently £35 per diem). The value of the IAS award is limited to the accommodation and travel bursary allocation irrespective of the duration of the visit.

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

The travel bursary expenses must be recorded in the University accounts (SAP) by 31st July in the same academic year in which the award is valid. It will be the responsibility of the award holder to ensure that expenditure has been appropriately recorded. The Nominator’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 electronically through the Online Submission System.