

## British Academy Visiting Fellowships

### Scheme Notes for Applicants

#### Aim of the Scheme

1. The British Academy's Visiting Fellowships provide outstanding academics based in any country overseas (and active at any career stage and in any discipline within the humanities and the social sciences) with the opportunity to be based at a UK higher education or other research institution of their choice for up to six months. Visiting Fellows will work with colleagues at host UK institutions in order to develop new research collaborations and/or deepen existing partnerships with UK and other academics across the globe. The Visiting Fellowships are funded through the UK Government's Rutherford Fund.
2. These Fellowships illustrate the British Academy's profound commitment to international engagement and to ensuring that the UK remains an attractive and welcoming place for academics globally. It is expected that approximately 60 Visiting Fellowships will be supported under this scheme with the current call. Through the Visiting Fellowships the Academy aims to:
  - Enhance and build new links between scholars anywhere in the world and in the UK;
  - Foster opportunities and develop future partnerships for collaborative research in the humanities and the social sciences, and enable academics from across the globe to undertake research and/or professional development with UK colleagues;
  - Strengthen the UK's research base in the humanities and the social sciences.
3. The Academy regards the UK host institution's engagement with the overseas researcher as crucial to ensuring a successful Visiting Fellowship. Applications should, therefore, demonstrate the host institution's strong interest in the Fellowship, how the Visiting Fellow will be supported and/or mentored, and how the Fellowship will be mutually beneficial to both the overseas researcher and the UK host institution.
4. The scheme is open to candidates at any stage of their career. Applicants should demonstrate how a visit to a UK higher education or other research institution will be beneficial to them at the particular stage of their career.

#### Suitable Candidates

5. Suitable candidates for the Fellowships include researchers active within any discipline within the humanities or the social sciences. They may be talented early career scholars

who have only recently obtained their PhD degree; mid-career researchers; or established academics with a considerable track-record of achievement.

6. Candidates need not necessarily apply to develop collaboration with UK scholars active within the same discipline. These Fellowships are open also to applicants who wish to work with UK colleagues in other areas or disciplines (including scholars within the natural, medical or engineering sciences), in a cross- or inter-disciplinary way.
7. For the British Academy the remit of the humanities and the social sciences does not include primarily practice-based areas of study/research, such as musical composition and performance, visual practice, creative writing, and film-making. These areas of study/research will be considered to fall within the Academy's remit only when they form part of an integrated project of critical or historical significance.

### **Responsibilities of Visiting Fellows**

8. Visiting Fellows will be expected to identify new, or further develop existing, lines of research with colleagues at the UK host institution and potentially other scholars around the globe.
9. Visiting Fellows will be required to submit an interim and a final report detailing achievements throughout the Fellowship.
10. Visiting Fellows will also be required to attend an event at the British Academy during their Fellowship. [PL1]

### **Eligibility of Applicants**

11. Visiting Fellows must be of postdoctoral or equivalent status at the time of application. Applicants must not be in the process of completing a PhD at the time the Fellowship will take place.
12. Candidates should be based outside the UK at the time of application. Applicants already living, working or researching substantially in the UK are not eligible to apply. Applicants who are working outside the UK but are employed primarily by a UK institution are also not eligible to apply.
13. Applicants cannot conduct research related to their Visiting Fellowship outside the UK, but short fieldwork trips abroad may be possible where appropriate. During the award Visiting Fellows may normally spend a total of one month's worth of such fieldwork outside the UK.
14. Applicants must demonstrate that they have been in contact with their UK host institution prior to the application. This should be reflected in a clearly defined and mutually-beneficial project proposal. **Please note that the British Academy is not able to assist with locating or facilitating contact with a UK host institution.**

15. Applicants may only submit one application in any given round. Currently, the British Academy does not have funding to support another round of this scheme.
16. The Visiting Fellowships will be made to individual scholars based on merit, considering also the suitability of the UK host institution for the proposed research collaboration. Suitable institutions may include any UK higher education or other research organisation recognised by the Academy (including, but not limited to, museums and galleries, as well as the British International Research Institutes).

### **Financial Arrangements**

17. The following costs are eligible for the Visiting Fellowships:
  - a) Up to £12,000 for subsistence and accommodation costs
  - b) Up to £8,000 for research expenses (e.g. archival research, training, conferences and other events, dissemination, and research assistance)
  - c) Up to £2,000 for travel expenses
  - d) A contribution to enable the UK institution to host the Visiting Fellow (which will be equal to 50% of the total award).
18. The UK host institution is welcome to provide additional resource to a Fellowship if that is deemed necessary, however this is within the discretion of the host institution and will not have an impact on the British Academy's decision as to which applications to support. The assessment criteria listed below will be used for determining successful applications.
19. The following costs are ineligible for the Visiting Fellowships:
  - a) Costs associated with accompanying dependants
  - b) Research expenses may not be used to pay for: publication costs or any personal costs including that of dependants.
20. Awards will be paid in two instalments: one on acceptance of the award and a **second instalment thereafter**[PL2]. Payment will be made to the UK host institution where the Visiting Fellow is based. A final report and final statement of expenditure will be required within two **months of the end date of the award**, [PL3] and any underspend will have to be refunded to the British Academy.

### **Research Ethics**

21. Applicants must ensure that the proposed research will be carried out to a high ethical standard. They must ensure that any potential ethical issues have been considered and must also explain how these will be addressed. The British Academy requires the research it funds to be conducted in an ethical manner.

22. The UK host institution is responsible for ensuring that ethical issues relating to the Visiting Fellowship are identified and brought to the attention of the relevant approval or regulatory body.

### **Period of Award**

23. The Visiting Fellowships will be awarded and accepted by successful Applicants no later than 31 March 2018 with the UK host institution receiving payment on acceptance of the Visiting Fellowship.
24. Applicants will be asked to provide their preferred start date of the Visiting Fellowship over the spring and summer (March-August 2018). The British Academy will work with successful applicants on the exact start date taking into account relocation and other considerations.
25. The Visiting Fellowship may only last a maximum of six months.

### **Application and Assessment Procedures**

26. All applicants must register in the British Academy Flexi-Grant® Grant Management System (GMS) to enable the processing and assessment of their application. All applications must be submitted in English.
27. All applications will be subject to an eligibility check undertaken by appropriate British Academy staff before being put forward for assessment, and applications that are not completed correctly and on time will not be considered.
28. The deadline for submissions is on **Wednesday 31 January 2018 (17.00 UK Time)**. UK host institutions must approve applications by **1 February 2018 (17.00 UK Time)**. Final decisions will be confirmed no later than March 2018.

### **Assessment Criteria**

29. Applications will be assessed against the following criteria:
  - a. The excellent academic track record of the overseas applicant;
  - b. The quality and value added of the proposed research agenda, project, collaboration and/or partnership;
  - c. The fit between the overseas applicant and the UK host institution as well as the level of support which will be made available to the Visiting Fellow

### **Code of Practice**

30. The British Academy has a Code of Practice for assessing research applications, setting out the principles of equity, integrity and confidentiality governing the treatment of all applications for research support. The Code of Practice also covers Data Protection, the

Academy's ethics policy and the appeals procedure. The [Code of Practice](#) may be viewed on the British Academy website.

31. The British Academy is unable to enter into correspondence regarding the decisions of the awarding Committee, which are governed by the Code of Practice. Please note that by applying to this scheme, applicants undertake to accept the terms under which applications are assessed.

## Application Information and Deadline

Applications can only be submitted online using the British Academy's online Flexi-Grant® Grant Management System (GMS) system via (<https://britishacademy.flexigrant.com/>). Further information about the GMS can be found here: <http://www.britac.ac.uk/flexi-grant>. If you have not previously used the British Academy's Flexi-Grant® GMS, please follow the registration process from the Flexi-Grant® homepage. Applications cannot be submitted on paper or in any other format. *The deadline for applications to be submitted is Wednesday 11 October 2017.* The application will be treated as confidential at all times.

**When completing your application on Flexi-Grant®, it is recommended that you take particular note of the following points:**

- **Personal details:** When registered in the British Academy Flexi-Grant® system, a user has the option to add or update personal information such as contact details, log-in details (including email address and password), interests, research, and employment details, at any time. **This does not form part of the specific application form for any individual scheme**, but represents a personal record of your account in the system. It is useful if this information is kept up to date, but it is not essential to the progress of an application.
- **Automatic log-out:** You are strongly advised to save your work regularly to prevent accidental loss of information. In particular you should be aware that if the system does not detect any activity for 2 hours it will log out and save the application at that time. Please note that moving between *pages* within an application form will save the page that you are exiting but completing a field on a page is not considered an activity. It is recommended that you write the text for longer sections/fields in a word processor such as Word and then copy and paste into the relevant text box to avoid being timed out in this way.
- **Multiple sessions:** You should not have multiple browser windows/tabs of your application open at the same time as this may cause information to be lost. Only one user should edit an application at a time, otherwise changes might be lost.
- **Word limits:** When completing boxes that have a restricted length (note that it refers to words) you should note that if you exceed the specified amount you will not be able to save when you press the save button. You should type the text for the longer-length boxes in a word processor. You will then be able to check the word count and paste it into the British Academy Flexi-Grant® system. You will then still have a copy of the text to return to in the word processor. The word limit applies to text boxes.
- **Plain text:** If entering plain text, please avoid using symbols as some may not be accepted by the British Academy Flexi-Grant® system. You should generate

and view a PDF of your application to check that the application appears as you want it to by clicking on 'print form'.

- **Uploading PDF documents:** When uploading PDF documents, please add your name and a heading at the top of every page to show what the document is. Please avoid uploading documents containing illustrations with fine details or colour as this can cause problems when creating a PDF of the application. Please note we will only print your applications in black and white. Each PDF cannot exceed 3 Mb in size.
- **Email addresses:** The British Academy Flexi-Grant® system relies heavily on automatic email contact. It is essential that you ensure you enter accurate email addresses where requested as it may cause considerable delay in the submission/processing of your application if any of these are incorrect. You cannot make changes to email addresses after your application has been submitted for approval.
- **Submission:** You will not be able to submit your application until you have completed each section in full. ***It is your responsibility to ensure that your application is submitted in good time, and in sufficient time, for it to be approved by your employing institution.*** You should submit your application for approval by a designated approver at your host organisation at least 5 working days before the closing date to allow for your host organisation's administrative procedures.
- **Application sharing:** **All applications must be started by the applicant who is to be the Principal Investigator (PI) on the award.** You can invite other contributors to join the application (e.g. Co-Applicant, Nominated Referee, Head of Department, Finance Office contact etc), but in order to do so your contributor will need to be registered in the British Academy's Flexi-Grant® system first. You will need to ensure you have their registered email address to invite them to participate in your application. You can let other British Academy Flexi-Grant® users view your draft application, in advance of submission, by providing their email address and entering the permissions you want them to have. They will be able to log in using their existing password and also see and, depending on permissions, amend your application.
- **Application deletion:** You can delete your application at any time although it is often a lot easier to just re-edit your existing application. We will be able to recover a deleted application for a period of 7 days after deletion. After this it will be permanently removed from the system.
- **Application returned for editing:** The approver can return your application to you for further editing. See 'Submission of Application' below.

- **Guidance:** In the tables below you will find in the left-hand each question as set out in the application sections and in the right-hand column useful guidance on its completion.
- **Further clarification:** If any of this advice is unclear, or you need further information, please do not hesitate to seek clarification from the British Academy's International Awards Team (contact details at the end of these notes).

**PLEASE NOTE THAT IT IS ESSENTIAL THAT YOU CREATE A PDF OF YOUR COMPLETED APPLICATION (by clicking 'Download as PDF'), AND CHECK IT THOROUGHLY, INCLUDING EMAIL ADDRESSES AND UPLOADED PDF FILES, BEFORE SUBMITTING IT FOR APPROVAL BY YOUR HOST ORGANISATION. IT MAY NOT BE POSSIBLE TO RECTIFY MISTAKES IN TIME FOR THE DEADLINE.**

**WORD LIMITS APPLY TO PLAIN TEXT ONLY. PAGE LIMITS APPLY TO PDFs ONLY.**

**ALL FIELDS MARKED WITH AN ASTERISK\* ARE MANDATORY.**

**YOU SHOULD NOT HAVE MULTIPLE BROWSER WINDOWS/TABS OF YOUR APPLICATION OPEN AT THE SAME TIME AS THIS MAY CAUSE INFORMATION TO BE LOST. ONLY ONE USER SHOULD EDIT AN APPLICATION AT A TIME, OTHERWISE CHANGES MIGHT BE LOST.**

**Completing the application form:** The application can be completed by using the navigation tabs on the application summary page, with each page categorised as follows:

Page 1: Eligibility

Page 2: Lead Applicant details

Page 3: Lead Applicant Career Summary

Page 4: Co-Applicant Career Summary

Page 5: Research Proposal

Page 6: Financial Details

Page 7: Equal Opportunities

A full list of question fields to be completed as part of the application can be found in the following table. Each box in the table represents a page of the application form: the left-hand column contains the questions within each of these pages as set out in the form; the right-hand column contains useful guidance on its completion. A red asterisk (\*) indicates which questions are mandatory and therefore must be complete before the application can be submitted. **Please read the guidance notes carefully before completing the form.**



## Completion of application

**PLEASE BE AWARE: It is your responsibility to ensure that you complete your application in time for the host organisation to process it and provide their approval by the approval deadline. Once they have checked your application they will contact you if any changes are required. It is recommended that you allow at least five working days for this process.**

### SUMMARY

Summary table	When your application form is complete, all sections on this summary table will be marked as 'Complete'. The ' <b>Complete</b> ' status will only appear when all the mandatory fields in that section have been completed. All mandatory fields are marked with an asterisk '*'. Only then will a 'Submit' button appear for you to be able to submit your application.
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### PAGE 1: ELIGIBILITY

Eligibility*	Please confirm that you meet the eligibility criteria as stated on pages 3-4 of these guidance notes.
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### PAGE 2: LEAD APPLICANT PERSONAL DETAILS

Title, Names, Address, Email address etc.	Please take care to review and complete your personal details accurately. Errors in this section can cause difficulties in the processing of your application. Please use the search bar to find your home institution and add the organisation to your application. If your organisation is not available, then it may not be registered in our system. Before requesting the addition of a new organisation, please check that it is not affiliated with any organisation that is already registered. If it needs to be added please email us at <a href="mailto:internationalchallenges@britac.ac.uk">internationalchallenges@britac.ac.uk</a>
Co-applicants	Please note that all applications must have one lead applicant, although applications on behalf of more than one person are welcome. Please note that all correspondence is sent via the system <b>only</b> to the individual in whose name the application is submitted on the British Academy Flexi-Grant® system. The applicant is responsible for notifying any other parties. If there is more than one applicant, or the research involves other partners, please complete this section, and the relevant sections of the co-applicant personal details and co-applicant career summary. A 'co-applicant' is a joint director of the project with equal responsibility for the academic management of the project. Postgraduate students are <b>not eligible</b> to apply for grant support from the Academy, and applicants (and co-applicants)

	<p>are asked to confirm in the personal details section(s) that they are not currently working towards a PhD, nor awaiting the outcome of a <i>viva voce</i> examination, nor awaiting the acceptance of any corrections required by the examiners.</p> <p>Other participants in a project, whose involvement does not equate to being a 'co-applicant', should be named in the relevant section (Other Participants') in the Research Proposal section.</p>
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### PAGE 3: LEAD APPLICANT CAREER SUMMARY

<p>Present Appointment, Employing Institution and Department</p>	<p>Please give details of your current appointment. The Principal Investigator must be based at a UK university or research institute, and must be of postdoctoral (or above) or equivalent status. The Principal Investigator must either be in permanent position at the institution, or have a fixed term position for the duration of the award.</p>
<p>PhD confirmation</p>	<p><b>Applicants working towards a PhD, or awaiting the outcome of their viva/submission of corrections are not eligible to apply.</b> Please therefore confirm that you have a PhD by answering yes. If you are an established scholar with relevant equivalent experience, but no doctorate, please select 'no' and indicate in the 'personal statement' field why you should be eligible for consideration.</p>
<p>Personal statement</p>	<p>This field is optional, but may be used, for example, in providing information regarding interruptions to an academic career. The limit on this field is 150 words.</p>
<p>CV upload</p>	<p>A brief CV should be uploaded here as a <b>PDF file</b>.</p>

### PAGE 4: CO-APPLICANT CAREER SUMMARY

<p>Present Appointment, Employing Institution and Department</p>	<p><b>Your co-applicant(s) will need to register themselves on the British Academy Flexi-Grant® system before they are able to complete this section.</b> If applicable, please enter all the details of your co-applicant(s) by clicking 'Contributors' tab on the Application's 'Summary' page. Please click on the 'Invite' button, enter the co-applicant's email address and then click 'Send Invitation'. If necessary, it is possible to enter additional co-applicants by repeating the instructions above. Once you have clicked on the 'Send Invitation' button, your co-applicant will be able to view your application and, depending on permissions, amend and submit your application.</p>
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	Please give details of your current appointment. Co-Applicants from international institutions are strongly encouraged, and must be of postdoctoral (or above) or equivalent status. The Co-Applicant must either be in permanent position at the institution, or have a fixed term position for the duration of the award.
<b>PhD confirmation</b>	<b>Applicants working towards a PhD, or awaiting the outcome of their viva/submission of corrections are not eligible to apply.</b> Please therefore confirm that you have a PhD by answering yes. If you are an established scholar with relevant equivalent experience, but no doctorate, please select 'no' and indicate in the 'personal statement' field why you should be eligible for consideration.
<b>Personal statement</b>	This field is optional, but may be used, for example, in providing information regarding interruptions to an academic career. The limit on this field is 150 words.
<b>CV upload</b>	A brief CV should be uploaded here as a <b>PDF file</b> .

## PAGE 5: RESEARCH PROPOSAL

<b>Subject area</b>	Please select the subject most relevant to your research from the drop-down menu.
<b>Starting date/end date</b>	To select a date in the future using the calendar feature in the British Academy Flexi-Grant® system, click on the month and year in between the two arrows at the top of the box. A second box will appear where you can select the month you wish and then you can type the year you require in the box provided. Click 'Okay' and the calendar will take you to the month and year you have selected. Please note that awards may be held over a period of up to 12 months from a starting date not earlier than 1 January 2018 and not later than 31 January 2018.
<b>Abstract</b>	Please provide a short abstract summarising your proposed research in terms suitable for an informed general audience, not one specialised in your field. This is a mandatory field and the limit is 150 words.
<b>Principal aims of project</b>	Please outline which research theme(s) your proposal falls under as described in the scheme guidance notes. Please state briefly in a sentence or two why your application is particularly relevant to this theme.
<b>Proposed programme</b>	This field should be used to describe the proposed research, including objectives, methodology and hypotheses, and the country/countries to

	<p>which it is relevant. Please state clearly whether the project is a relatively new initiative or a project of longer standing. If appropriate, explain any achievements to date. Please explain briefly the project's intended audience and explain its potential impact in addressing the issues to be tackled. The limit for the proposed programme field is 1500 words.</p>
<b>Plan of action</b>	<p>Please set out the proposed plan of action covering activity to be undertaken during the course of the one year of the award. This should be as detailed as is practicable, but suitable allowance may be made for variation in the event of an award being offered. The limit on this field is 800 words.</p>
<b>Planned research outputs/plans for publication/dissertation</b>	<p>Under 'planned research outputs', please only state the type of output expected. Please give more detail about potential publishers etc. under 'plans for publication', for which the limit is 500 words.</p>
<b>Other participants/ Role of other participants/ Added value of collaboration</b>	<p>Under 'other participants' please give the names, appointments, and institutional affiliation of any other participants in the proposed research. Please describe the contribution to the project to be made by other participants, citing any particular specialisms and expertise, under 'role of other participants'; and under 'Added value of collaboration', please provide any comments you wish to make on the particular relevance, timeliness or other aspects of the collaboration, and the benefits envisaged.</p>
<b>Ethical Issues</b>	<p>Are there any special ethical issues arising from your proposal that are not covered by the relevant professional Code of Practice? Have you obtained, or will you obtain ethical approval from your employing institution or other relevant authority? If the answers are yes to special ethical issues and no to having obtained prior approval, please describe in the available space the non-standard ethical issues arising from your research and how you will address them. Applicants must ensure the proposed research will be carried out to a high ethical standard and must ensure that any potential ethical issues have been considered and explain how these will be addressed. The British Academy requires the research it funds to be conducted in an ethical manner. The host institution is responsible for ensuring that ethical issues relating to the research project are identified and brought to the attention of the relevant approval or regulatory body. Ethical approval to undertake the research must be granted by the relevant authority before any work requiring approval begins. Wherever necessary, appropriate consent should be obtained from or on behalf of participants or others affected by the research.</p>
<b>Risk management</b>	<p>Researchers funded under this programme may choose to undertake fieldwork in the course of the research project. Depending on the country/region concerned, there is a risk that the researchers will be in an area of civil unrest, violence/crime. At this stage, all research groups are</p>

	required to indicate if (and where) they intend to undertake research in the field. For countries/regions considered by the UK government's Foreign and Commonwealth Office as a host nation of medium or high risk, applicants are also required to demonstrate that the PI (and the PI's host institution) understand the risk management implications and can monitor and manage the risks effectively. This aspect will be explicitly covered in the approval of any application by the appropriate authorities at the PI's host institution, to confirm that the duty of care responsibility rests with the host institution. The limit on this field is 750 words.
<b>Benefits – International context</b>	Is the proposed engagement likely to meet international challenges facing society? If so, briefly explain in what ways the benefits more generally might be spread to other countries. The limit on this field is 550 words.
<b>Benefits – UK context</b>	Is the proposed activity likely to meet national challenges facing the UK? If so, briefly explain in what ways the UK more generally might benefit. The limit on this field is 550 words.
<b>Other relevant information</b>	Please use this space to provide details of any other relevant information.

## PAGE 6: FINANCIAL DETAILS

<b>Financial Details/Justification</b>	<p>Please provide details of funding in the relevant fields. Please outline the costs for the grant in the appropriate budget heading. Please note that this grant will not be paid on a fEC basis and contributions to overheads are not an eligible cost.</p> <p><b>*Please refer to pages 4-5 above for a full list of eligible costs.</b></p> <p>The total maximum for the grant will be £50,000. <b>Please do not use '£' signs in the amount boxes.</b></p>
<b>Applications to Other Funding Bodies</b>	The British Academy does not require applicants to demonstrate that the research has also attracted funding from other bodies, but please use this space to indicate if it has done so. The limit on this field is 750 words.

## PAGE 7: EQUAL OPPORTUNITIES

<b>Equal opportunities/ Co-Applicant Equal Opportunities</b>	<p>This section is optional. The Academy would however, greatly appreciate it if you complete the details.</p> <p>You must either complete the form or tick the box stating that you do not want to complete the form. If you do not tick one or other of the boxes the system will regard your application as incomplete and will not allow you to submit it.</p>
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	<p>The British Academy is committed to its policy of Equal Opportunity in the provision of its grants and awards. Please help us to monitor the effectiveness of this policy by providing the following information concerning your age, gender, ethnic origin and disabilities (if any).</p> <p><b>This information will be kept separately from the rest of your application and will not be seen by those involved in making decisions in the selection process, including referees etc.</b></p>
<p><b>Date of birth</b></p>	<p>To select a date in the past using the calendar feature in the British Academy Flexi-Grant® system, click on the month and year in between the two arrows at the top of the box. A second box will appear where you can select the month you wish and then you can type the year you require in the box provided. Click 'Okay' and the calendar will take you to the month and year you have selected.</p>