The British Academy

Researchers at Risk Fellowships Programme

Scheme Notes for Applicant Institutions

Rolling Competition - July 2022 Version 5

PLEASE READ THESE SCHEME NOTES CAREFULLY

If you have any queries, please contact researchersatrisk@thebritishacademy.ac.uk

Programme Aims

1. The UK has a long history of offering refuge to endangered scientists and intellectuals. In the 1930s leading members of the UK academic community came together to provide sanctuary to their German colleagues who were being forced out of their positions by the Nazi regime. The rescue mission they set up then is still working today, as the Council for At-Risk Academics (Cara), to honour the mission defined by their founders as 'the relief of suffering and the defence of learning and science', saving individuals but also providing an opportunity for them further to develop their unique skills and to share them with others, for the wider good. Those who were rescued then made an enormous contribution to the development of the arts and sciences in this country, and to the intellectual rebuilding of Europe after the War.

2. In subsequent years UK institutions have continued their generous support for at-risk academics from around the world, working closely with Cara. Thousands of researchers and innovators have been helped to safety at UK institutions, where they too have been able to share their knowledge and skills with others, and to continue to learn. As the circumstances in their own countries have changed, some have been able to return, to help build better, safer societies. For others, this is still only a hope; but in the meantime, they continue to work, and to make their contribution here.

3. However, recent crises are forcing many more highly qualified people to seek safety, stretching the present arrangements beyond their limits. In response, the British Academy is now establishing this Researchers at Risk Fellowships Programme, with the support also of the Academy of Medical Sciences, the Royal Academy of Engineering, the Royal Society and Cara. **The Fellowships will cover the physical and biological sciences, medical sciences, engineering, humanities, social sciences, and the arts**.

4. **Applications can only be made by UK-based institutions.** The first priority of the Programme will be in response to the Russian invasion of Ukraine, which has exposed Ukrainian-based researchers and their dependants to immediate threat. There is an immediate need to provide support for these researchers away from the war to enable them and their dependents to get to safety and have the space to continue their work. We hope to open the scheme more widely in the future. If this is possible, we will update these Scheme Notes.

5. At its outset the programme received £3 million of UK Government funding from the Department for Business, Energy and Industrial Strategy. The Nuffield Foundation, an independent charitable trust, also contributed £0.5 million towards the scheme. The programme received further UK Government funding of £9.8 million from the Department for Business, Energy and Industrial Strategy and the Foreign, Commonwealth & Development Office. SAGE Publishing Ltd has contributed £50,000 also towards the scheme. The Academy is keen to work with other partners that may wish to support the Programme and can be contacted at researchersatrisk@thebritishacademy.ac.uk

6. The Programme aims to complement and be additional to the work already being done by UK institutions, including through their existing cooperation with Cara as members of Cara Universities Network, enabling them to provide additional fellowships of up to two-years to researchers at risk with funding of circa £37,000 per annum. The awarded amount will be determined following a funding recommendation by the Selection Panel taking into account information provided about the accommodation being proposed, the visa route being followed, and the researcher's dependants. Researchers and innovators supported through this programme will be able to take up these temporary fellowships at UK institutions to

continue their research, enhance their skills and build long-lasting collaborative links with UK counterparts.

7. The call will remain open on a rolling basis with deadlines for applications until all funding has been utilised. The Academy will announce on its website when the funding has been fully utilised. The next deadline for applications will be **5pm (UK time) on Wednesday 12 October 2022 followed by the same time on Wednesday 23 November 2022.**

8. A summary of the requirements that will be needed to complete an application are as below. These will need to all be provided via the British Academy's FlexiGrant system by the UK host institution. All elements must be submitted to be considered within the submission window. Any missing elements will result in the application remaining open for the following submission window.

    - There will need to be a named applicant who the Academy requires to be a member of staff at the UK host institution (for example an individual in the Research Office); a named academic mentor at the same institution; and a named researcher at risk.
    - Information to support an eligibility check on the researcher at risk including a CV, location of researcher, confirmation of language proficiency, and confirmation that the researcher has not yet been supported by an equivalent scheme.
    - A risk assessment letter provided by Cara.
    - A joint statement from the academic mentor and researcher at risk.
    - An institutional statement including information about the accommodation being offered.
    - A financial statement and justification.

UK Host Institutions

9. The Programme offers UK institutions support to host and sponsor researchers at risk who are based in Ukraine in this round of the rolling competition. The Academy requires that the application is initiated and submitted by a member of staff at the UK institution. The applicant does not need to be in the same department as the researcher at risk and does not necessarily need to be on an academic contract. However, they do need to be an employee of the UK host institution with either a permanent employment contract or one that is not due to end prior to the completion of the fellowship award.

10. The UK host institution making the application is responsible for checking the documents that provide substantiation regarding, for example, the researcher's identity, doctorate and academic record, as well as confirming their level of English language. A translation must be attached for all documents that are not in English. The UK host institution will also be responsible for ensuring that the researcher at risk is able to focus fully on their research/innovation for the duration of their fellowship.

11. The UK host institution will lead on completing an application via the British Academy's FlexiGrant system. This includes the host institution's explanation for how it will be able to create a support structure for the researcher/innovator both in terms of their living arrangements and career. As part of this, the application must include a supporting statement from the head or deputy of the submitting institution, such as the Vice-Chancellor, Deputy Vice-Chancellor, or Pro Vice-Chancellor; a clearly identified academic mentor from the same disciplinary area as the researcher at risk from within the institution; and a joint statement from the proposed academic mentor and researcher/innovator on how the proposed research programme is a fit for the researcher at risk and the UK host institution.

12. Institutions must be officially recognised by the British Academy prior to a proposal being submitted. If the institution is not listed on FlexiGrant then the Academy welcomes enquiries from institutions to be recognised via researchersatrisk@thebritishacademy.ac.uk

13. The award includes funds towards the cost of rented accommodation and as part of the assessment process the total awarded will reflect the accommodation arrangements being proposed for the researcher at risk. Visas will be required and as new visa schemes become available the information provided on visas in these Scheme Notes will be updated. Currently, in order for the researcher at risk to be able to utilise the Ukrainian Sponsorship Scheme – if this route is chosen - the UK host institution will need to name an individual who will act as the sponsor for the researcher's visa and meet the requirements of the Government's scheme including having identified at least six months' duration of appropriate accommodation. The named sponsor for the visa could be the same, but does not have to be, as the host applicant for this fellowship award or the academic mentor at the UK host institution.

14. This is a Fellowship for researchers at risk with the first priority focused on those based in Ukraine. For the purposes of this Programme, an individual is defined as being at risk if they are subject to discrimination, persecution, suffering or violence on account of race, religion, nationality, membership of a particular social group, or political opinion. **The UK National Academies do not determine whether a risk exists.** This is done via a risk assessment conducted by Cara, who should be approached before the application is submitted to provide a supporting letter where the risk is assessed as real. The risk of a pertinent threat has to be proven for each application submitted. **Only UK host institutions may contact Cara to conduct a risk assessment at info@cara.ngo**; for the purposes of the assessment, Cara will require a copy of the ID pages of the researcher's passport, a fully up-to-date CV, and a short note explaining the specific threat faced by the researcher. **Requests for risk assessments must be sent to Cara two weeks before each submission deadline;** for the next deadline at 5pm (UK time) on Wednesday 12 October 2022, please submit requests by 5pm (UK time) on Wednesday 28 September 2022. UK host institutions are welcome to engage with potential researchers who might be eligible for this Fellowship via their own networks and then contact Cara via their named contact point for a risk assessment to be undertaken.

15. In many cases, the fellowship award holders may be subject to significant risk even whilst in the UK. Occasionally, identifying a person as being an award holder may have ramifications for relatives and colleagues. In light of this, all communication and public relations activities are to be guided by the principle of ensuring the safety of the respective individual. Any announcements regarding a fellowship award and any reference to an individual will require the express consent of the fellowship award holder.

Joint Statement: Academic Mentor & Researcher at Risk

16. UK host institutions are required to nominate one academic mentor who is based at the UK host institution. The academic mentor, with the researcher at risk, must provide a statement on letter-headed paper. It must be signed and dated by the academic mentor and the researcher at risk, where this is possible. If a signature and date is not possible in light of their current situation, then in order to verify the researcher's support for this application an email sent to the UK host institution to confirm agreement with the application from an account held by the researcher should be included.

17. We would expect the statement to include the following details:

- Any prior relationship between the academic mentor and researcher at risk, and what discussions they have been able to progress for how the researcher at risk will be able to pursue their work at the UK host institution;
- The ways in which the researcher at risk considers how they will be able to continue their work at the UK host institution, and how both the academic mentor and the researcher at risk consider this work to fit with the current research being undertaken in the department/faculty or other structure of the UK host institution;
- How the researcher at risk's research can be integrated and supported via the UK host institution;
- The commitment of the academic mentor to support the researcher at risk and the time commitment they can provide to this.

18. UK host institutions must ensure that this statement is submitted on the British Academy Flexi-Grant® Grant Management System (GMS) before the application submission window, the next of which will be **5pm (UK time) on Wednesday 12 October 2022.** The call will remain open on a rolling basis until all funding has been utilised. Any incomplete applications at this deadline will result in the application remaining open for the following submission window. The Academy will announce on its website when the funding has been fully utilised.

19. **Please note that statements <u>must</u> be provided through the GMS, they cannot be provided as an email attachment nor sent by post in hard copy.**

Institutional Supporting Statement

20. Applications must include a statement from the head or deputy of the UK host institution, such as the Vice-Chancellor, Deputy Vice-Chancellor or Pro Vice-Chancellor.

21. This statement will be expected to provide a clear indication of the institutional support to be provided to the researcher at risk, a brief explanation of the accommodation support being made available for the researcher for at least six months where the researcher is entering the UK under the Ukrainian Sponsorship Scheme, and the commitment of the institution to supporting the researcher at risk **<u>and their continued wider commitment to supporting researchers at risk, particularly in partnership with Cara</u>**.

22. The statement must be provided on letter-headed paper and must be signed and dated by the head or deputy of the UK host institution. Applications must ensure that this supporting statement is submitted on the British Academy Flexi-Grant® Grant Management System (GMS) before the application submission deadline, the next of which will be **5pm (UK time) on Wednesday 12 October 2022 followed by the same time on Wednesday 23 November 2022.** The call will remain open on a rolling basis until all funding has been utilised. Any incomplete applications at this deadline will result in the application remaining open for the following submission window. The Academy will announce on its website when the funding has been fully utilised.

23. **Please note that statements <u>must</u> be provided through the GMS, they cannot be provided as an email attachment nor sent by post in hard copy.**

Researcher Eligibility

24. For the purposes of this Programme, a 'researcher' is considered a person who has been engaged in teaching or research at a university, research institute or equivalent institution. Likewise, for the purpose of this programme an 'innovator' is someone who possesses knowledge, expertise and qualifications similar to a researcher, and is primarily concerned with using such knowledge and expertise into developing, testing and deploying new ways of doing things in some field of practice.

25. Researchers and innovators in any field – physical and biological sciences, medical and health sciences, engineering, humanities, social sciences and the arts - may be considered for funding if they:

   - hold a doctoral degree (or have equivalent experience);
   - are confirmed by Cara to be at risk;
   - are either still in Ukraine or it is not more than 5 years since they left Ukraine;
   - possess the language skills required for the successful completion of their academic project;
   - possess academic qualifications and can show other evidence of an active academic career (e.g. publications);
   - have not yet been supported through an equivalent scheme/opportunity.

26. The fellowship award holders will be required to be present at their respective UK host institution. However, attendance at conferences, research trips, visits to archives and libraries and similar activities that are essential for conducting the proposed research/innovation or for developing the individual's career prospects are encouraged where appropriate.

Level and Duration of Award

27. Fellowships are expected to run for up to two years each. The starting date will be from the date that the offer is accepted or shortly thereafter. If a later starting date is required discussion with the Academy will be possible as awards continue to be allocated.

28. The amount available is circa £37,000 per year (£74,000 over two years). There is the potential for the Selection Panel to recommend an increase or decrease in award value in response to individual circumstances such as large families or subsidised accommodation arrangements.

Eligible Costs

29. The British Academy expects to offer a standard fellowship award of £37,000 per year. However, if the researcher's accommodation is being offered at low or no cost by the UK host institution or the visa sponsor, the award value may be reduced by up to 15%, and if the researcher is accompanied by dependants, then the value of the award may be increased by up to 15%. This decision will be taken by the Selection Panel based on available information.

30. For the purposes of this Programme, a dependant is a husband, wife, civil partner or unmarried partner; a child under 18; or, a child over 18 if they are currently in the UK as a dependant.

31. Eligible expenditure to cost into the application include a contribution to living expenses and a contribution to research expenses. The application should provide detail on any UK host institution financial contribution, the cost of accommodation, the visa route utilised, the number of dependants the researcher at risk may have, and any other personal circumstances.

32. Applications from researchers at risk with disabilities are welcome. The Academy will provide adjustments to ensure they can participate fully in the selection process. If an adjustment is required when accessing the application form or for any other part of the application process then please contact researchersatrisk@thebritishacademy.ac.uk In addition, costs that are required for the researcher at risk to undertake their fellowship award will be considered eligible regardless to what is set out in paragraph 34 below. The Academy welcomes any questions applicants may have on this matter.

33. UK host institutions costs are ineligible. There is no provision for estate and indirect costs under this Programme and it is not offered under Full Economic Costing (FEC).

34. The purchasing of assets of any kind is generally **ineligible** under this Programme. The following additional items are **not eligible** for funding: bench fees, consumables, the preparation of camera-ready copy, copy-editing, proof-reading, indexing, nor any other editorial task; subventions for direct production costs (printing, binding, distribution, marketing etc); costs of publication in electronic media; open access fees.

ODA Funding

35. The funding for this programme from the UK Government has been determined as eligible as Official Development Assistance (ODA) spend. Fellowship awards made through the programme will therefore be considered as part of the UK's ODA spend.

Gender Equality

36. The British Academy is committed to supporting gender equality in the funding it provides in accordance with this statement from the Department for Business, Energy & Industrial Strategy's publication on *Gender Equality in Research and Innovation Official Development Assistance (ODA)* published in May 2021: "Official Development Assistance provided by Delivery Partners complies with the requirements of the International Development (Gender Equality) Act 2014 which states, the 'desirability of providing development assistance that is likely to contribute to reducing poverty in a way which is likely to contribute to reducing inequalities between persons of different gender'."

37. All applications are strongly recommended to thoroughly review the above publication and this *additional guidance* before designing and drafting their application.

38. All applicants must submit as part of their application a gender equality statement, which must meet compliance standards as set out in the above publication. All applications will be reviewed at the eligibility and assessment stages to ensure they meet the necessary requirements. Not meeting the necessary requirements will mean that applications are automatically not fundable.

Selection Principles

39. All applications will undergo an eligibility check to ensure the application is complete and the researcher meets the eligibility criteria.

40. Eligible proposals will be considered by a Selection Panel convened by the British Academy, which will include representatives of the UK National Academies and Cara.

41. Eligible applications will be considered using the following criteria:

    a. The UK host institution's ability and commitment to provide an enabling and supportive research and living environment for the proposed Fellow including specific support measures the institution will put in place.
    b. The compatibility between the proposed Fellow, their academic mentor and the UK host institution.
    c. Whether the gender equality statement meets or exceeds the minimum standard as set out in *Gender Equality in Research and Innovation Official Development Assistance (ODA)* and the *additional guidance.*

42. The Selection Panel will also consider additional information supplied as part of the justification of the award value, as well as information about the accommodation being proposed, the visa route being followed, and the number of the researcher's dependents resident with them in the UK when taking into account its funding recommendation.

43. The purpose of this Programme is to increase the range of opportunities available to researchers at risk. **It is not intended as a replacement to the generous support which many UK institutions are already providing, in partnership with Cara, to researchers at risk, and institutions may wish to comment on this in their Supporting Statement.** This support will be one of the factors considered when proposals are reviewed.

Code of Practice

44. The British Academy has a Code of Practice for assessing applications, setting out the principles of equity, integrity and confidentiality governing the treatment of all applications. 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 Academy's website at https://www.thebritishacademy.ac.uk/code-practice. Feedback is not a feature of this Programme and the Academy is, regretfully, 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 programme, applicants undertake to accept the terms under which applications are assessed.

Application Information

Applications can only be submitted online using the British Academy Flexi-Grant® Grant Management System (GMS) via (https://britishacademy.flexigrant.com/). If you have not previously used the British Academy's Flexi-Grant® GMS and were not registered in the previous e-GAP system, please follow the registration process from the Flexi-Grant® homepage. **Applications cannot be submitted on paper or in any other format.**

Before completing the online form, all applicants should check that they comply with the eligibility requirements and ensure all necessary information is presented in the application. These requirements are strictly adhered to, and applications without all the necessary information, or evidence to show the assessment criteria are met, will be rejected.

Registered approving organisations will be available in the search bar. If your organisation is not listed and is not affiliated with any organisations already in the system, then please contact us at researchersatrisk@thebritishacademy.ac.uk to request the addition of the organisation.

The call will remain open on a rolling basis until all funding has been utilised. The Academy will announce on its website when the funding has been fully utilised.

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

• *Personal details:* When registered in the British Academy Flexi-Grant® GMS, 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 represents a personal record of your account in the system and will help to populate the contact details in any application form you complete. 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 1 hour 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.

• *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 application'.

• *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 pages in length or 3 Mb in size.

• *Email addresses:* The British Academy Flexi-Grant® GMS 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 of application:* You will not be able to submit your application until you have completed each section in full. 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. The institutional approver is a person within the UK host organisation who has authority for approving all applications submitted to the British Academy.

• *Application sharing:* All applications must be started by an individual at the host university on behalf of the researcher. You can invite other contributors to join the application (e.g. Head of Department, Finance Office contact etc.) by sharing a link. You can let other British Academy Flexi-Grant® GMS users view your draft application in advance of submission by providing their email address. They will be able to log in using their existing password and see your application 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 before the closing deadline of the call. See 'Submission of Application' above.

• *Guidance:* In the tables below you will find in the left-hand column each question as set out in the application form 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 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 'Print Application'), AND CHECK IT THOROUGHLY, INCLUDING EMAIL ADDRESSES AND UPLOADED PDF FILES, BEFORE SUBMITTING IT FOR APPROVAL BY YOUR UK 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: Staff Member Contact Details and Organisation Details

Page 2: Researcher at Risk Contact Details

Page 3: Eligibility Check

Page 4: Academic Mentor and Researcher at Risk Joint Statement

Page 5: Institutional Supporting Statement

Page 6: Financial Details

Page 7: Equality, Diversity and Inclusion

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.**

SUMMARY

Summary table	When your application form is complete, all sections on this summary table will be marked as 'Complete'. The **'Complete' status will only appear when all the mandatory fields in that section have been completed.** All mandatory fields are marked with an asterisk '*'. Only once all mandatory fields are marked as "Complete", and all Contributors are all marked as "Complete" will a 'Submit' button appear for you to be able to submit your application.

Page 1: STAFF MEMBER CONTACT DETAILS AND ORGANISATION DETAILS

Staff Member Contact Details*	Please provide the contact details for the staff member completing the application on behalf of the host institution and researcher at risk. This staff member should be different from the academic mentor. Please take care to review and complete personal details accurately. Errors in this section can cause difficulties in the processing of your application. You can update your personal details by checking 'my account' and selecting the link to 'my contact details' and 'my organisation' and ensuring the relevant details are up to date.
Host Institution Details*	Please indicate here the host institution for the researcher at risk, including the appropriate Faculty, Department, Research Institute or College where they propose to work. Please ensure that the institution is also selected as the approving institution (and not any other institution). Note that the

12	application must be approved by a relevant authority in this institution as part of the application process. Without such authorisation, the application will not be eligible for consideration.
Host Institution Confirmation *	Please add an organisation with a name, complete address, phone number and email specified.

Page 2: RESEARCHER AT RISK CONTACT DETAILS

Researcher at Risk Contact Details*	Please provide the contact details for the researcher at risk
Research at Risk's Dependants *	Please indicate if the researcher at risk has any dependants.
Details of Dependants*	Please indicate the number of dependants that will be resident with them in the UK.
Researcher's Disciplinary Area *	Please select the researcher at risk's disciplinary area from the drop-down list.
Research Area Details*	Please describe the researcher at risk's area of interest.

Page 3: ELIGIBILITY CHECK

CV Upload*	A brief CV of the researcher at risk should be uploaded here as a **PDF file**. This should be no more than 3 pages long. Any CV submitted which is over the 3-page limit will render your application ineligible for consideration. In order to comply with this 3-page limit, the applicant could omit, for example, conference presentations from their CV.

Cara Fellows 13	Please indicate how many Cara Fellows your institution currently hosts.
Cara Assessment Upload*	Please upload a copy of the risk assessment from Cara.
Researcher at Risk's Location Details *	Please confirm the researcher at risk is either still in Ukraine or it is not more than 5 years since they left Ukraine.
Current Location of Researcher at Risk*	Please indicate where the researcher at risk is currently based.
Language Skills*	Please confirm the researcher possesses the language skills required for the successful completion of their academic project.
Participation in Previous Schemes*	Please confirm the researcher has not yet been supported through an equivalent scheme/opportunity.
Fellowship Length *	Please indicate the length of the fellowship (from a minimum of 6 months to a maximum of 24 months).
Visa Route*	Please indicate the visa route selected.
Accommodation *	Please confirm that the researcher at risk has 6 months accommodation in place.

Page 4: ACADEMIC MENTOR AND RESEARCHER AT RISK JOINT STATEMENT

Joint statement from the Academic Mentor and Researcher at Risk Upload*	Please upload a joint statement from the Academic Mentor and Researcher at Risk. This letter must be signed and on headed paper. If a signature from the researcher at risk is not possible, then in order to verify the researcher's support for this application an email sent to the UK host institution to confirm agreement with the application sent from an account held by the researcher should be included.

14	Guest access has been enabled. The Academic Mentor may upload their statement or the researcher at risk may do so. The statement should demonstrate the compatibility between the proposed award holder, their academic mentor and the UK host institution. We would expect the statement to include the following details: - Any prior relationship between the mentor and researcher at risk, and what, if any discussions, they have been able to progress for how the researcher at risk will be able to pursue their work at the UK host institution; - How the researcher at risk considers their work to be able to be continued at the UK host institution and how both the academic mentor and the researcher at risk considered this work to fit with the current research being undertaken in the department/faculty or other structure of the UK host institution; - How the researcher at risk's research can be integrated and supported via the UK host institution; - The commitment of the academic mentor to support the researcher at risk and the time they are able to provide to this.
Gender Equality Statement*	Please use the Yes/No question to let us know if the proposed activity relates to a specific issue of gender. Please also provide a Gender Equality Statement, ensuring you address the below criteria in your statement, with an understanding that, depending on the nature of the project proposed, not all questions may be applicable. 1. Have measures been put in place to ensure equal and meaningful opportunities for people of different genders to be involved throughout the project? This includes the development of the project, the participants of the research, and the beneficiaries of the research. 2. What are the expected impacts of the project (benefits and losses) on people of different genders, both throughout the project, and beyond? 3. What are the expected impacts on the relations between people of different genders and people of the same gender? For example, changing roles and responsibilities in households, society, economy, politics, power, etc. 4. Are there any risks and/or unintended negative consequences on gender equality that need to be avoided, mitigated against, and monitored? If yes, how. 5. Are there any relevant outcomes and outputs being measured, with data disaggregated by age and gender (where disclosed)? Additional criteria and considerations to take into account in your statement can be found on page 37-40 of _Gender Equality in Research and Innovation Official Development Assistance (ODA)_ and in this _additional guidance_. The limit on this field is 400 words.
Researcher at Risk confirmation email	If the Joint Statement from the Academic Mentor and Researcher has not been signed by the Researcher at Risk, please upload an email sent to the UK host institution confirming agreement by the Researcher at Risk here.

Page 5: INSTITUTIONAL SUPPORTING STATMEMENT

Institutional Statement Upload*	
15	Please upload a supporting statement from the host university's Vice-Chancellor, Deputy Vice-Chancellor or Pro Vice-Chancellor. This letter should outline the UK host institution's ability and commitment to provide an enabling and supportive academic and living environment for the proposed award holder including specific support measures the institution will put in place. This statement will be expected to provide a clear indication of the institution's continued wider commitment to supporting researchers at risk, including in partnership with Cara. Guest access has been enabled. The (Pro/Deputy) Vice-Chancellor may upload their statement or allow the applicant (i.e. staff member) to do so.

Page 6: FINANCIAL DETAILS

Value sought *	
	Please state the value sought. This should be no more than £74,000 (i.e. £37,000 per annum). At the discretion of the Selection Panel, this may be adjusted.
Budget *	Please outline the expected budget and length of the fellowship. Eligible expenditure to cost into the application include a contribution to living expenses and a contribution to research expenses. UK host institutions costs are **ineligible**. There is no provision for estate and indirect costs under this Programme and it is not offered under Full Economic Costing (FEC). The purchasing of assets of any kind is generally **ineligible** under this Programme. The following additional items are **not eligible** for funding: bench fees, consumables, the preparation of camera-ready copy, copy-editing, proof-reading, indexing, nor any other editorial task; subventions for direct production costs (printing, binding, distribution, marketing etc); costs of publication in electronic media; open access fees.UK host institutions costs are ineligible.
Justification *	Please refer to the scheme guidance notes for full details of eligible costs. Please provide details of funding related to the relevant fields set out in the financial details table above. The Academy recommends providing a justification as detailed as possible to aid the decision-making of the Selection Panel. The justification should provide detail on any UK host institution financial contribution and any in kind contribution that is being made to the fellowship award. In addition, it should explain any other contribution that they may be being drawn on to support the researcher at risk. This justification should be used to provide detail on the expected cost of accommodation and the type of accommodation that will be being utilised. The justification should also provide detail on the visa route being utilised and any associated costs that route might entail. The justification should also provide detail on the number of dependants the researcher at risk may have resident with them in the UK and any particular caring needs this may entail.

Page 7: EQUALITY, DIVERSITY AND INCLUSION

Equal Opportunities	This section for the researcher at risk to complete and is optional. However, the British Academy would greatly appreciate it if you can complete the details to assist us in our diversity monitoring.
	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 information concerning your age, gender, ethnic origin and disabilities (if any).
	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 and other contributors to your application.
	Guest access has been enabled. If the researcher at risk is unable to complete this section and provides permission, the host applicant may complete these fields.

THE ACADEMY WILL ONLY PROCESS COMPLETE, SUBMITTED APPLICATIONS.

Submission of Application

Once you have submitted your application for approval by your host UK institution, automatic emails will be sent to your host UK organisation approver asking them to log on to the system. You will not be able to edit your application after it has been submitted to your host UK organisation for approval. The host UK organisation approver will either: approve and submit your application, 'send back' your application and contact you to request modifications or decline your application and contact you.

Please be aware that it is your responsibility to ensure that you complete your application in time for your host UK organisation to process it (including requesting changes) and provide their approval by the closing date. It is recommended that you allow at least five working days for this process, but please check with your proposed host UK institution as their internal timetables may require earlier submission. Requests for risk assessments must be sent to Cara one week before each submission deadline

If your host UK organisation approver requests modifications through the British Academy GMS email facility, they can unlock your application, allowing you to edit it. They can do this by selecting 'Return to Applicant'. An automatic e-mail will be sent to you alerting you of this fact. Once you have completed and saved the requested changes, please re-submit your application for approval by your host UK organisation.

Once your host UK institution has approved your application and submitted it to the British Academy, it will not be possible to make any changes.

It is recommended that you check that your application is submitted in time. To see the details of the host UK organisation approver and to check the status of your application, you should log into the British Academy GMS and click on the link to the Application Portal where a summary of your application will be displayed.

Outcome of Application

Once your application has been submitted, and if it has been approved by your institution, you will not be contacted again by the British Academy until the decisions have been made. You can track the progress of your application by logging in again to the Flexi-Grant system at any time. It is anticipated that applicants will receive notification of the outcome by the end of the calendar month following the submission of a completed application. If there is a delay, then applicants expecting an outcome will receive an update on the anticipated date for an outcome. Outcomes will be conditional upon the visa approval and no funds will be released until all conditions of the award are met. Results are issued by email.

Applicants in any doubt about their eligibility or any other aspect of their application are advised to contact the International Team at the British Academy, where staff will be pleased to assist.

The British Academy

International Office   10-11 Carlton House Terrace

London SW1Y 5AH

Email: researchersatrisk@thebritishacademy.ac.uk

The call will remain open on a rolling basis until all funding has been utilised. The Academy will announce on its website when the funding has been fully utilised.