

# Visiting Fellowships

## Frequently Asked Questions

*This document is being updated regularly in light of questions which are being asked. Please keep referring to it.*

### **1. Why can't I find my institution?**

Please note that when completing your contact information and primary organisation information, **you must enter the details of the proposed UK host institution at which you intend on completing your fellowship.**

### **2. Will there be another round of Visiting Fellowships?**

The British Academy has no other funding available for future calls at this time.

### **3. Does the institution need to apply or the Visiting Fellow?**

The application should be completed by the Visiting Fellow, however applications will not be able to be submitted until a statement from the UK host institution's Head of Department (or equivalent) has been uploaded to the application form.

### **4. When can I start my fellowship?**

Applicants will be asked in the application to provide their preferred start date of the Visiting Fellowship between March and August 2018. The British Academy will work with successful applicants on the exact start date, taking into account relocation and other considerations.

### **5. Is there a limit to the number of applications a research institution can support?**

No, there is no limit on the number of applications a UK host institution can support.

### **6. Will the British Academy help me get my visa?**

It is the responsibility of the applicant to liaise with the UK host institution in relation to acquiring their own visa. The British Academy is unable to assist with visa applications for this scheme.

### **7. Do I need to have a PhD to apply?**

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 or awaiting the outcome of their viva/submission of corrections at the time of applying.

### **8. Is there a minimum duration?**

There is no minimum duration, however please be aware assessors will be reviewing applications on the basis of the quality and value added of the proposed research agenda and the fit between the overseas applicant and the UK host institution, and a part of this will be the work you intend to achieve in the timescale you set out.

**9. What is the 50% contribution to the UK host institution? Will the institution need to pay this?**

The UK host University/Institution will receive an additional 50% of the amount awarded to the applicant, to enable them to support the Fellow in their Fellowship. For example, if an applicant requests the full £22,000 available, 50% of this (£11,000) will be added to this amount, making the total amount awarded £33,000.

**10. Why can't I submit my application?**

When your application is showing as 100% complete a "submit" button should appear which will allow you to submit your application. If your application is 100% complete and the submit button hasn't appeared, it is because you have added contributors who have not yet marked their role as complete. They will have to log into [Flexi-Grant](#) to do this. Once they have done this, you should be able to submit. If you are having problems submitting your application, and your contributors are showing as having completed their roles, please contact us on [internationalgrants@britac.ac.uk](mailto:internationalgrants@britac.ac.uk)

**11. Do I need to add the Head of Department as a contributor?**

Yes, the Head of Department at the UK host institution will need to be added as a contributor and complete their section of the form. Please note they will also need to mark their section as complete.

**12. Who has to complete my Head of Department statement?**

The Head of Department Statement of Support should be from the Head of Department **at the UK host institution**. Either the applicant or the HoD may upload this statement, however it should be in PDF format, on headed paper, and bearing the signature of the UK HoD. Any applications received whose HoD statements do not match these criteria will be considered ineligible.

**13. How can I work out my subsistence and accommodation costs?**

For the accommodation/subsistence budget, we would advise that you budget for the same each month and justify this with an estimated cost of rent, food, and any other expenses that are pertinent. It would be up to you how to frame the budget. We will require one final report alongside a final statement of expenditures.

**14. Can travel expenses relating to research be costed as a research expense?**

The £2,000 allocated for travel is expected to cover the round trip to the UK but can also cover any travel expenses incurred while here, including the cost of commuting. If there is travel for research purposes this can come from either the travel budget or the research budget, provided there is appropriate justification for the travel.

**15. My fixed-term contract ends before my start date, what should I do?**

We would advise that you apply as an independent scholar and explain your situation in the personal statement field within the application.