**INTERNATIONAL FELLOWSHIPS**

**APPLICATION FORM**

Please refer to the Application Guidance for this programme before completing the application form. If in doubt about the suitablity of this programme for your nominee, please consult with the IAS prior to submitting the application. Equally, any queries regarding the completion of this document can be directed to the IAS via LIAS@lincoln.ac.uk

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| **SECTION ONE - COVER SHEET** |
| **Nominator/Principal Applicant** | **School/Institute** | **Email** |
|  |  |  |
|  |
| **2nd Nominator** | **School/Institute** | **Email** |
|  |  |  |
| **Additional Nominator(s)** | **School/Institute** | **Email** |
|  |  |  |
| **DETAILS OF PROPOSED VISITING FELLOW(s)** |
| **Name and Title**  | **Organisation Name and Address**  | **Email**  |
|  |  |  |
|  |  |  |
| **VISIT DETAILS** |
| Type of visit (check appropriate box) |  [ ]  Single Visiting Fellow / Single Visit [ ]  Multiple Visiting Fellows |
| Visit Dates  |  Preferred Date Start: End:1st Alternative DateStart:End: |  2nd Alternative DateStart:End:  |
| **AGREEMENT OF APPLICANT** – The Principal Applicant a) confirms that the Nominated Visiting Fellow(s) agrees to the submission of this application and b) agrees that a corresponding award will be managed in compliance with University Financial Regulations and will adhere to LIAS reporting requirements.  |
| **Name** | **Signature** | **Date** |
|  |  |  |
| **SECTION TWO – CASE FOR SUPPORT -** Please provide a detailed justification for the visit following the sub-headings below (1000 words)  |
| Overview of the partnership and/or previous collaborations to date: Purpose and objectives of the visit:Expertise of the Visiting Fellow(s) and anticipated impact of their contribution:Significance of the research activity: Fit of the research activity to strategic University themes: |
| **SCHEDULE AND DESCRIPTION OF PROPOSED ACTIVITIES DURING THE VISIT -** Please provide details of the planned collaborative events and activities including an indication of the intended audience. See scheme guidance for further information. Plans for joint projects, publications and potential funding applications should also be specified as applicable (500 words).  |
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| **ANNOTATED CV OF PROPOSED VISITING FELLOW -** Please attach separately as a Word document or PDF a CV (**maximum 4 pages**) of the proposed Visiting Fellow. The CV should be annotated to highlight the publications, activities or achievements that are especially relevant to this application. |
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| **CAPABILITIES AND ACHIEVEMENTS OF PROPOSED VISITING FELLOW -** Please explain in lay terms why the proposed Visiting Fellow is considered a distinguished academic (or similar), paying particular attention to how they meet our expectations of excellence (200 words).  |
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| **RESOURCES** –Specify the budget breakdown below. Visiting fellows will normally be housed in serviced accommodation. You should not, therefore, calculate or include accommodation and subsistence costs for your proposed Fellow. All expenditure must be in line with the University Financial Regulations: <https://universityoflincoln.sharepoint.com/sites/FinanceOffice/FinancialRegulations/SitePages/Home.aspx>  |
| Travel of Visiting Fellow (including flights & travel within the UK): |  |
| Postgraduate or other assistance (to support event organisation for the Fellow in the nominator’s department (note hourly rate & ours): |  |
| Composite costs (itemised) of events to be held, insert additional lines as necessary: | Event 1: |
| Event 2: |
| Event 3: |
| Event 4: |
| Other (specify and itemise) |  |
| **Total cost of activities:** |  |
| Funds to be provided by other departments/ research centres/ organisations | Source: | Amount: |
|  |  |
|  |  |
| **TOTAL REQUESTED FROM LIAS:** |  |
| **APPROVALS** – declaration of support from Head of School / Research Centre (or authorised representative) |
| I support the bid; I understand that any overspend will not be covered by LIAS; I agree to provide necessary facilities; I confirm that the project will not entail a significant increase in use of any University services and that any health and safety and ethical requirements will be addressed and covered as appropriate. I confirm that the Principal Applicant is a permanent member of academic staff. |
| **Name:****Signature:** | **Department:****Date:** |
| Please can you also confirm the details of your School Administrator / Secretary so that we can also include them in any email correspondence regarding this application |
| **Name:** | **Title:** |

Applications should be submitted electronically through LIAS@lincoln.ac.uk