**Lincoln Institute for Advanced Studies**

**Staff Mobility Guidance Notes**

Staff Mobility Awards are available to support University of Lincoln staff to either travel overseas, or to host overseas visitors at Lincoln for short periods.  The intention of the award is to promote activities that improve or initiate research collaborations and/or networks between Lincoln researchers and colleagues based at overseas institutions.  This may include a short visit to an overseas institution, a meeting to discuss potential collaborations or joint publications, or a new piece of research work undertaken in collaboration with another institution.

Applications can be made for up to £1000, but please note that this funding is not awarded for conference travel.

Your application should focus upon how the proposed travel will build your networks and/or collaborations, this should include how those networks and collaborations will aid in your professional development and your future career. This should include reference to possible outputs and deliverables such as future research funding applications and high quality (REF returnable) publications, or opening potential future strategic avenues (if appropriate).

**Application types:**

We wish to support both ECRs and more senior members of staff, but recognise that these groups will often have differential access to resources and wish to visit for different reasons. In order to accommodate these differences applications from those at Professorial level will additionally need to fully justify why the visit cannot be funded through existing funds *and* have a component of the visit that clearly addresses the University’s strategic goals of developing and deepening international relationships between institutions. These activities could, for example, include recruitment presentations, meetings with University senior management and/or discussions around institution-level relationships.

**To be accepted, applications must:**

• Be from University of Lincoln staff members employed to undertake research.

• Be on the correct application form, with all sections completed satisfactorily.

• Arrive prior to 5pm on the deadline day.

Applications can be made for travel to or from any country to the UK, and will be awarded primarily on the merits of the application;

**Timing:** For Autumn rounds the visit must take place before July the following year, while awards from Spring rounds should take place before October that year.

**Application process**: Staff interested in applying should discuss their application with their Head of School and completed application forms should be submitted electronically by email to [LIAS@lincoln.ac.uk](mailto:LIAS@lincoln.ac.uk)

*Any expenditure in excess of the LIAS award will need to be met by other sources. You are strongly advised to speak to your Head of School and confirm in advance if funding beyond the mobility award allowance is likely to be required. The LIAS scheme is intended to fully fund the mobility activity however, and activities which cost in excess of this may not be suitable for this scheme.*

All cost estimates must comply with University travel regulations and be costed through the University travel provider.

**Application deadline: Usually Spring and Autumn annually**

**Application Evaluation:** In assessing the applications, the evaluation panel will consider the following:

* the extent to which there is a clear rationale for the visit
* the expected outcomes from the visit
* the ranking / profile of the university that is being visited
* where appropriate, fit of the visit and activity to University strategic objectives

**Feedback and Monitoring**

Successful applicants are required to complete a feedback report on the activities undertaken and the outcome(s). The format of this report will depend on the nature of the visit, but at a minimum it should summarise the activities undertaken during the visit, what was learned, and how the visit added value, this must be completed **within a month** of the conclusion of the funded travel. Reports will be shared with Lincoln Institute for Advanced Studies Board members, to help maximise the benefits for Lincoln of each activity and to aid future planning.

Successful applicants must information LIAS of any changes to your original application or if the travel is no longer able to take place as soon as possible, please email lias@lincoln.ac.uk