

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 £1200, 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.

In supporting our Strategy 2022-27, strong preference will be given to work in our identified areas of strategic focus (Agri-food technology, Net-zero, History and Heritage, Security and Defence, and Rural and Coastal Health).

Deliverables from the award might typically include at least one high quality research co-authored output (including proposals for a substantial monograph), preparation of a grant proposal, or other international partnership collaborations. If the only deliverable is a research output it should be at 4* level. The application should also provide a credible explanation of how the activity will lead to the deliverables.

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 UK time 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.

We embed Equality Impact Assessment in our planning and decision-making to ensure that the key decisions we make do not unintentionally exclude or disadvantage anyone.

We will typically run two application rounds per year.

Timings:

Round 1 - Applications open on the 1st August and will close on the 1st October. Decisions will be made by the 1st November. **All travel and expenditure must take place by 31st July of the Academic year.**

Round 2 - Applications open on the 1st March and will close on the 1st May. Decisions will be made by the 1st June. **Travel can take place from the 1st August until 1st December and all expenditure must take place by 1st December that calendar year.**

Application process: Staff interested in applying should discuss their application with their Head of School and completed application forms should be submitted electronically via the online application form.

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 and purchased through the University travel provider.

Application Evaluation:

Applications will be considered by a panel chaired by the Dean of Research Environment, and will include the following members:

- College Directors of Research
- Head of Research and Industrial Partnerships

In their evaluation, the panel will consider the following:

- the extent to which there is a clear rationale for the visit
- the expected outputs, e.g. grant applications, international co-authorship of outputs
- the ranking / profile of the university that is being visited
- where appropriate, fit of the visit and how the activity supports the University's Research and Knowledge Exchange Strategy.

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 and how the visit added value, this must be completed **within one month** of the conclusion of the funded travel.

Reports must focus on delivery of any outputs that include grant applications, evidenced networking and international co-authorship of outputs. LIAS will conduct annual monitoring for ongoing outputs for at least one year after the date of travel.

Any development of key collaborative international partnerships resulting from a LIAS mobility award will be led by the Dean of Research Environment, linked to the Research and Knowledge Exchange strategy, targeted at identified institutions, and approved through the International Relationships and Partnerships Group.

Successful applicants must inform 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