

International Academic Fellowships

Guidance for Applicants 2015



The Leverhulme Trust

SCOPE OF THE SCHEME

International Academic Fellowships provide established researchers with a concentrated period based in one or more research centres outside the UK. The intention of the scheme is to provide opportunities to develop new knowledge, skills and ideas, and perhaps to prepare the ground for future international collaboration of all kinds. The scheme may be used for example for:

- observing and learning ground-breaking techniques or practices
- developing new lines of research through overseas collaboration
- making "discipline-hopping excursions" into new areas of research
- developing innovations in teaching
- exchanging ideas

Applicants must provide clear reasons for their choice of host institution(s) and country or countries of tenure. Host institutions may be universities, museums or research institutes of any kind. Applicants should provide a detailed account summarising the proposed programme of activity (objectives, nature of activities, methodology, location(s) and expected outcome/gain).

If you wish to dedicate a period abroad **entirely to a research project** you should apply to the Trust's Research Fellowships scheme. You may not apply for both an International Academic Fellowship and a Research Fellowship in the same year.

The International Academic Fellowship scheme replaces the former Study Abroad Fellowships scheme. Approximately 15 Fellowships are available in 2015.

ELIGIBLE APPLICANTS

Candidates must hold an established post in UK institutions of higher education, museums or art galleries, or comparable institutions, and have held such a post in the UK for at least the last three years. Candidates who have previously held a Study Abroad Fellowship may apply for an International Academic Fellowship, but at least seven years should have elapsed since the previous grant. Applicants who have previously held a Research Fellowship are eligible to apply if at least three years have elapsed between their application for the Research Fellowship and the International Academic Fellowship.

Those who are registered or intending to register for, or waiting to have work examined for degrees, doctoral studies, professional or vocational qualifications (whether or not connected with the application being submitted for consideration) are not eligible.

SUPPORT OFFERED

Applicants may seek: travel to and within the overseas country or countries (economy fares or similar); a maintenance grant to meet the increased cost of living overseas; reasonable replacement costs to provide cover whilst overseas; and essential support costs (e.g. laboratory or office consumables) but not equipment, overheads or bench fees. However, some modest assistance with

administrative costs relating directly to the visit of the grant holder can be requested for those visiting institutions and countries without a well-developed infrastructure.

If applicants are seeking overseas subsistence (including accommodation) a maximum rate of £120 per day may be used. For visits over 21 days it is expected that the daily rate used will be lower than the maximum. Please provide a justification for the rate used to calculate your budget for all subsistence allowances.

The Trust does not make awards on a full economic costing basis. Please consult paragraphs 3.31 to 3.37 of the Science & Innovation Investment Framework 2004-2014, HM Treasury (July 2004), which explains arrangements for the provision of overheads linked to charity funding.

REPLACEMENT COSTS

The Trust will contribute to the cost of a temporary appointment or hourly paid replacements, or a combination of these (plus any National Insurance and superannuation costs). Any cover requested should be made at the appropriate level commensurate with the type and range of activities to be replaced. Applicants should consult with their Head of Department and Finance Officer at an early stage to ensure that the bid for replacement costs is at the correct level and realistically costed. Applicants are required to detail the type of activities to be replaced and the arrangements for providing adequate cover.

If an applicant is eligible for paid study leave from his/her institution, (s)he should be encouraged to apply there, and in considering applications for replacement teaching costs, the Trust may take account of any study leave granted in the past 4 years. A Leverhulme award is not to be used as replacement for local sabbatical leave or to reduce sabbatical entitlement.

The Trust's support depends upon the applicant's institution providing confirmation that the award holder will be on full pay during the tenure of the Fellowship and that the institution is willing to accept the Trust's contribution towards the replacement costs and, if necessary, to make up any shortfall between this and the actual cost.

When calculating replacement costs, applicants should use **current** salary scales/hourly rates and include normal increments but **not** any unsettled revisions. The Trust will make separate allowance for such revisions up to the maximum award possible of £30,000.

VALUE

The maximum value of an International Academic Fellowship is £30,000 in total.

DURATION AND TIMING

International Academic Fellowships are tenable for between three and 12 months and must be started between 1 June 2015 and 1 May 2016. More than one visit can be made to the place of tenure but all trips must be completed within a 12-month time span. If an applicant wishes to interrupt the period spent overseas (s)he should make a specific argument for this in the application.

ELIGIBLE FIELDS

Applications will be considered in all subject areas with the exception of research that is of direct relevance to clinicians, medical professionals and/or the pharmaceutical industry.

PLACE OF TENURE

Fellowships may be held in any country or countries outside the UK. Applicants must give clear reasons for the choice of host institution and country.

HOST INSTITUTION'S SUPPORT

Upon submission of your application, your host institution will be sent an email requesting confirmation of its willingness to host you as a Fellow. They will also be asked to provide details of the facilities you will have access to and the level and nature of any funds that will be provided. The email will include a link enabling them to view your application and details of how to submit their response to us. Please provide the details of a person at the main overseas host institution authorised to provide this information and confirmation. It is crucial that you enter the correct email address. The approval and further details must be provided by your host institution by 20 November 2014.

APPLICATION PROCEDURE

Application materials will be available from 1 September 2014 on the Trust's website (www.leverhulme.ac.uk). The **closing date** for submission of applications is 4pm on 6 November 2014.

Your application must be approved by an Administrative Officer on behalf of your employing institution. This officer (institutional approver) will be asked to confirm, on behalf of your department and institution that:

- You will be granted the period and proportion of time requested in the Duration and Timing section;
- If replacement costs are requested, you will be in receipt of your normal salary during tenure of the award and the institution will provide such cover as set out in the Finance section;
- If research expenses are sought, this request has the support of the head of department/school and institution.

Therefore **you must ensure that your head of department is in full agreement** with all of the content of your application before you submit this for institutional approval.

It is your responsibility to ensure that you complete your application in time for your institution to process it and that the details are all correct (particularly the financial ones). The Trust strongly recommends that you submit your application for institutional approval at least **five** working days before the closing date of **4pm on 6 November 2014**.

QUERIES

Telephone 020 7042 9861 or 020 7042 9862 or 020 7042 9863

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