Guidance Notes for Rutherford Fellowship scheme

The Rutherford Fellowship, led from the Leicester Institute for Advanced Studies, aims to:

- Empower the next generation of researchers to become global leaders on the theme of Resilient, Inclusive and Sustainable Cities
- Enhance the reach and impact of our international research through strategic research partnerships
- Promote the role of research in higher education to address shared global challenges

We expect these Rutherford Fellowships will start by 5th November 2018, in preparation for a launch event in Leicester on 8-9 November 2018, during which the Fellowship project will be defined. In the event of a Fellowships starting at a different point, please note that all Fellowships much be complete by 15th March 2019

All Rutherford Fellows will engage in interdisciplinary research with colleagues across disciplines. During their stay, Rutherford Fellows will contribute to interdisciplinary activities that enhance the research programmes and knowledge exchange across the University. Activities could include:

- Training events aimed at developing interdisciplinary activity
- Development of grant applications with University of Leicester staff
- Development of academic publications in high impact journals, or world-class monographs/books
- Public events
- Workshops, performances, seminars, exhibitions and lectures
- Cross-university or cross-sector meetings
- Collaborative activity with LIAS and WT ISSF Fellows, Networks or Tiger Teams
- Novel ways of exploring collaborative opportunities across difference disciplines
- Podcasts, images, videos or other multimedia
- Provocation and working papers

Successful Rutherford Fellows will be required to provide biographical information and photograph that can be used to promote the visit and scheduled events.

Eligibility

All Rutherford Fellows will have a Principal Host in an academic department at the University of Leicester. Prof Paul van Gardingen will act as the Secondary Host for all Fellows.

For this round, Rutherford Fellows are expected to be based at Leicester for three months. Applicants must have 0-10 years' postdoctoral experience, and be fully employed by the strategic partner institution for the duration of the fellowship.

Funding

The Rutherford Strategic Partner Grant (held by the University of Leicester) provides the following funding to support each fellowship:

- Return travel between the Rutherford Fellow’s home and Leicester, including visa application fees (for one return trip during the fellowship period)
- A monthly stipend of £2000 to cover accommodation and living expenses. If required, self-catering accommodation will be arranged by LIAS through the University’s Residential Services team. Family accommodation is available, but all accommodation will be paid for by the
Rutherford Fellow through the provided stipend. Please note that the funding does not support expenses for any family members or dependants.

- A research expenses budget to support research activity and training during the Fellowship period, to be negotiated within two weeks of the Rutherford Fellow’s arrival at Leicester

**Roles and responsibilities**

- The *Principal Host* will be at the University for the duration of the Fellowship, and will:
  - Maintain and report on the Rutherford Fellows’ research expenses and travel budget, which will be journaled to the Principal Host’s department or school
  - Co-ordinate the Rutherford Fellow’s workshops and events in line with the project developed
  - Ensure adequate administrative support within the Host department or school to support delivery of the proposed programme

The Secondary Host will support the Principal and take responsibility for hosting the Rutherford Fellow in the event of the Principal’s unforeseen absence

- The *Rutherford Fellow* will:
  - Deliver the project developed during the first week of the Fellowship within the allocated time and budget, with the support of the Principal Host and LIAS
  - Produce a short blog post for the LIAS Fellows’ blog site

- The *Leicester Institute for Advanced Studies* will:
  - Arrange the appropriate invitation to support visa applications for non-EEA Rutherford Fellows
  - Provide access passes, desk and access to a desktop computer in the Fellows Room, 128 Regent Road
  - Arrange access to Library resources and a university email account
  - Provide a fund against which research expenses for the visit may be claimed.
  - Arrange accommodation with Residential Services if required, to be paid for via the Fellow’s stipend
  - Work with the Rutherford Fellow and Principal Host to implement the project
  - Provide linkages across University of Leicester faculties and where relevant with University senior leadership
  - Arrange opportunities for the Rutherford Fellow to approach their research in new and creative ways
  - Provide access to the Visiting Fellows gym membership scheme
  - Provide access to the bookable Seminar and Board rooms in 7-9 Salisbury Rd and in 128 Regent Road

**Selection Criteria**

- Calibre of the proposed Fellow (as evidenced by applicant’s CV)
- Demonstration of relevant, interdisciplinary interests in Resilient, Inclusive and Sustainable Cities (as evidenced by the interdisciplinary statement)

**The application**

Please provide:
- a CV (that demonstrates the calibre of the proposed Rutherford Fellow (maximum 5 pages)

- A statement (up to 500 words) demonstrating the prospective Rutherford Fellow’s interests, and potential for excellence, in both interdisciplinarity and the theme of resilient, inclusive and sustainable cities

- A budget for the Rutherford Fellowship. Please list the costs and associated justification. This should include:
  
  Cost of return travel (economy/standard class) between the Rutherford Fellow’s home and Leicester
  
  Research expenses to support the project will be negotiated within two weeks of the Fellow’s arrival at Leicester (up to a maximum of £3000 per fellow)
  
  The number of days/weeks this will be needed, and if family accommodation will be required.
  
  All accommodation will be arranged through the Institute, and paid for via the Rutherford Fellow’s provided stipend.

- Confirmation from the applicant that if the Fellowship were to be offered they would accept. We expect these Fellowships to start by 5th November, but this is negotiable. All Fellowships must be complete by 15th March 2019.

- Confirmation from the applicant’s home department confirming that they support the applicant’s proposed absence for the duration of the Fellowship.

**Process**

Please submit your applicant to LIAS@le.ac.uk by 16:00 (GMT) on 24th September 2018.