Guidance Notes for LIAS Fellowship scheme

The LIAS Fellowship scheme aims to attract leading researchers to Leicester, to carry out a programme of interdisciplinary research engagement. The scheme is aimed at both early or mid-career researchers with strong trajectories, and established researchers. The scheme aims to:
- Establish Leicester as a place where excellent, interdisciplinary scholarly activity happens
- Raise the profile of interdisciplinary research, including in the context of global challenges and the University’s research strategy
- Support the growth of research partnerships by enriching the research environment for staff working in interdisciplinary ways

For this round, Fellows are expected to be based at Leicester for between one and three months.

Fellowships may start any time from October 1st onwards, and all Fellowships will be complete on or before 15th July 2020

All Fellows will engage in interdisciplinary research with colleagues across disciplines. During their stay, 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 other LIAS 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 Fellows will be required to provide biographical information and photograph that can be used to promote the visit and scheduled events.
**Funding**

The exact figures are currently under review for the academic year 2019-2020

The maximum award value for a single Visiting Fellowship is £8,500. This will include:
- Return travel between the Fellow’s home and Leicester (up to £2000)
- Self-catering accommodation if required (to be arranged through LIAS)
- Up to £2,500 for research expenses directly leading to the proposed outputs and outcomes, clearly justified in the application

**Eligibility**

The Applicant Fellow must be nominated by a permanent University of Leicester academic staff member or established research group with a nominated ‘Principal Host’ (PH).

**Roles and responsibilities**

The **Principal Host** will be at the University for the duration of the Fellowship, and will:
- Liaise with the Fellow in the stages prior to submission of the application
- Maintain and report on the Fellows’ research expenses and travel budget, which will be journaled to the Principal Host’s department or school
- Co-ordinate the Fellow’s workshops and events in line with the engagement plan
- Name a Secondary Host who will support the Principal and take responsibility for hosting the Fellow in the event of the Principal’s unforeseen absence
- Ensure adequate administrative support within the Host department or school to support delivery of the proposed programme

The **Fellow** will:
- Deliver the plans outlined in the application 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 Fellows
- Provide access passes, desk and access to a desktop computer in the LIAS 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. The funds will be formally agreed between the Principal Host and the LIAS Director at the point of approval to facilitate support for the activities outlined in the work plan. The funds will be journaled to the Principal Host’s department or school for ease of access.

- Arrange accommodation with Residential Services if required

- Work with the Fellow and Principal Host to implement the objectives and engagement plan

- Provide linkages across University of Leicester faculties and where relevant with University senior leadership

- Arrange opportunities for the 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)

- The approach to offering genuine innovation, inspiration and Interdisciplinarity within the proposed programme.

- Ability of the proposed programme to enrich the University research environment across more than one discipline

- Planned outcomes during and beyond the Fellowship (for example grant applications, publications, or innovations)

- The potential of the planned programme to address University of Leicester priorities
The proposal

Please provide a case for support of up to 800 words, co-produced by the proposed Fellow and the Principal Host:

- Outline the research activities that will take place, and demonstrate the value of the visit to the UoL academic community and beyond. Please indicate how the proposed research offers genuinely interdisciplinary innovation and inspiration.

- Provide a work plan, detailing specific outputs and outcomes that will be delivered during the visit (e.g. workshops, public lectures) and beyond (e.g. publications, grant applications). The extent, depth, reach and potential impact of the planned activities should reflect the duration of the visit.

- Please provide a budget for the Fellowship. Please list the costs and associated justification. This should include:
  - Cost of return travel (economy/standard class) between the Fellow’s home and Leicester (up to £2000)
  - Up to £2,500 for research expenses directly leading to the proposed outputs and outcomes, and clearly justified
  - If self-catering accommodation is required please indicate the number of days/weeks this will be needed, and if family accommodation will be required. All accommodation will be arranged through the Institute.

In addition, please provide:

- A CV for the applicant (maximum 2 pages)
- Academic reference
- The academic reference should be from an individual not related to the Fellow or Principal Host, and not from the University of Leicester. The reference should be on headed paper and no longer than one page of A4.
- Confirmation from the applicant that if the Fellowship were to be offered they would accept, and complete their Fellowship before 15th July 2020
- Confirmation from the applicant’s home department (if appropriate) 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) date TBC

All expenditure must be recorded in the University accounts (SAP) by 31 July in the same academic year in which the award is valid. It is the responsibility of the award holder to ensure that expenditure has been appropriately recorded. The Fellow’s host department will be responsible for any over expenditure and/or late claims.