Guidance Notes: Fellowship schemes at the Leicester Institute for Advanced Studies

The Leicester Institute for Advanced Studies (LIAS) Fellowships scheme offers outstanding researchers the opportunity to spend a period of time at the University of Leicester contributing to the interdisciplinary research environment. Through this Fellowship scheme, visiting researchers will work with colleagues across disciplinary boundaries to explore new approaches to complex issues, leading to ambitious research outcomes and outputs.

Objectives

The LIAS Fellowship scheme aims to attract leading researchers to Leicester, to carry out a significant programme of interdisciplinary research engagement. The scheme is aimed at both early/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, and will complete their Fellowship on or before 30th June 2020. During their stay, Fellows will contribute to interdisciplinary activities that enhance the research programmes and knowledge exchange across the University. Activities could include:

- Engagement in interdisciplinary research with colleagues across disciplines
- 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 a photograph that can be used to promote the visit and scheduled events.

Funding

The maximum award value for a single Visiting Fellowship is £8,500. This will include:

- One return trip between the Fellow’s home and Leicester, including incurred visa fees (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). The Institute Office (lias@le.ac.uk) can link interested Fellows with University of Leicester staff members if existing collaborations are not in place.

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
  - Provide LIAS with an intended schedule and budget for the duration of the Fellowship prior to the start date
  - Maintain and report on the Fellows’ research expenses and travel budget
  - Co-ordinate the Fellow’s workshops and events in line with the engagement plan, and ensuring information is distributed to both student and staff networks to increase attendance
  - Provide LIAS with an abstract relating to a short presentation of the Fellows’ research for the use of the LIAS Fellowship Seminar Series within the first two weeks of the Fellowship
  - 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
- 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
  - Obtain appropriate health and travel insurance
- 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, and to accessible rooms in 7-9 Salisbury Rd
  - 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
  - Work with the Fellow and Principal Host to implement the objectives and engagement plan
  - Arrange opportunities for the Fellow to approach their research in new and creative ways
  - Introduce the Fellow to relevant potential collaborators within and beyond the University
  - Document elements of the Fellowship through established LIAS Communications channels
  - Provide access to the Visiting Fellows gym membership scheme
  - Provide access to the bookable Conference, 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 1000 words, co-produced by the proposed Fellow and the Principal Host, using the following headings:

Research Activities

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.

If your application includes ODA compliant research, and your Fellow is normally based in a country on the DAC list, please provide a short statement responding to the following questions:

a) Which country or countries on the DAC list will directly benefit from this proposal and are these countries likely to continue to be ODA eligible for the duration of the research?

b) How is your application is directly and primarily relevant to the development challenges of these countries?

c) How do you expect that the outcome of your proposed activities will promote the economic development and welfare of a country or countries on the DAC list?

Work Plan

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.

Budget

Please provide a budget for the Fellowship. Please list the costs and associated justification. This must 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, and with predicted spend timings/dates
- If self-catering accommodation is required please indicate the number of days/weeks this will be needed. All accommodation will be arranged through the Institute.

Supporting Documents

In addition, please provide:

- A CV for the applicant (maximum 2 pages)
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- 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 30th June 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.

Submission process

Please submit your applicant to lias@le.ac.uk by 16:00 (GMT) on 1st November 2019.

All expenditure must be recorded in the University accounts (SAP) by 20 July in the same academic year in which the award is valid. It is the responsibility of the awarded Host, working with the LIAS Fellowship and Communications Co-ordinator, to ensure that expenditure eligible to be reclaimed has been appropriately recorded, and the supporting documents obtained. It is responsibility of the Host to ensure that arrangements are within the budget provided. The Fellow’s host department will be responsible for any over expenditure and/or late claims.