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**Institute for the Humanities and Social Sciences**

 **GUIDELINES 2023 – 24**

**IHSS Visiting Fellowship Scheme**

The application deadline is **Friday, 10 May 2024, 12 noon** for visits between 1 August 2024 and 30 April 2025

# Aim

The IHSS Visiting Fellowship scheme is intended to support a period of residence at Queen Mary University of London (QMUL) by leading scholars from outside the UK in order to enrich the research landscape through their active participation in research events and activities in collaboration with academic staff and research students in Humanities and Social Sciences.

We are particularly keen to attract scholars from the Global South and from other regions which have not previously been well-represented amongst the Visiting Fellows (VF) and have ring-fenced funding for up to two VFs from these regions per round.

VFs will be affiliated with the IHSS and the nominating School. The VF’s programme of activities is expected to promote interdisciplinary research at QMUL, and nominations should explain how the visit will achieve this.

The scheme funds periods of residence of 1 - 4 weeks.

# Main Goals of the Scheme

* To promote QMUL’s international profile as a centre of scholarly excellence.
* To promote research collaborations between QMUL and leading researchers from outside the UK.
* To enhance the international scope and/or impact of collaborative research conducted by QMUL researchers.
* To promote interdisciplinary research via the activities of IHSS.
* To enhance the research culture of QMUL through symposia, seminars, public engagement events and other activities.
* To enrich the research and training environment for early career (postgraduate and postdoctoral) scholars at QMUL.

Applications should set out a programme of innovative and ambitious activities to which the proposed VF will contribute or lead in collaboration with QMUL staff. These should enhance the research programmes, strategies, and international profiles of wider research clusters within Schools and Research Centres, as well as cross-disciplinary collaboration within the IHSS. Successful applications should include one research and/or training event targeted at early career (PhD or recent postdoctoral) scholars and at least one further interdisciplinary event or activity, such as a lecture, performance, exhibition, seminar, workshop, conference or symposium. The extent and scope of planned activities should reflect the duration of the visit.

# Expenses met by the VF Scheme:

1. **Accommodation costs for the period of residence at QMUL in on-campus housing.**

On-campus housing costs are calculated automatically, so the application requires only the number of days to be specified rather than the cost.

To ensure the [QMUL staff accommodation](https://www.qmul.ac.uk/residences/college/academicflats/), the ***bookings should be made in advance of the application deadline*** as soon as the visit is confirmed by the visit dates agreed with the VF. Please contact the Faculty Administration Officer, June Ryde at j.ryde@qmul.ac.uk and she will make an accommodation booking.

If accommodation is sought elsewhere, the difference in cost must be met by the VF or the host School.

Accommodation for accompanying family members is not covered by the scheme.

1. **Travel costs for up to two VFs from middle- and low-income countries as defined** [**by UN Country Income groups**](http://chartsbin.com/view/2438).

Priority will be given to applicants from low-income countries.

Travel costs will be limited to a maximum of £2,000 per VF. The travel costs claimed must comply with QMUL’s [current travel expenses policies.](https://arcs.qmul.ac.uk/media/arcs/policyzone/Expenses-Policy.pdf)

Visa costs may be claimed provided the overall travel costs remain within the £2,000 maximum.

1. **A contribution towards the cost of organising an event organised in connection with the VF’s visit.**

Costs can be claimed up to a maximum of £250 to cover necessary expenses such as catering and room bookings. The venues for internal research events, such as VF lectures or seminars at QM, are complimentary.

**An allowance of up to £40 per day for the VFs from the Global South** can be claimed against receipts for food and travel expenses while at QMUL. The costs will be reimbursed upon submission of receipts at the end of each week. Should the need arise to re-schedule a booked/confirmed visit outside the financial year in which the award is made, the host School will be responsible for the cost of accommodation and event expenses.

If the scheme is oversubscribed, the host School may be required to meet part of the accommodation and event expenses costs.

# Application Process and Criteria

Applications must be made by academic staff members (including probationary staff), who will serve as nominators of external candidates. **Applications cannot be submitted by potential VFs themselves**. Nominations can be made either by individuals or by groups of staff. Where group nominations are made a lead nominator must be identified on the application form.

Applications should be made on the application form and **signed by the nominator and the Head of School (all sections of the form must be completed)** and returned in PDF format to ihss@qmul.ac.uk in advance of the deadline.

**Applications Review**

Applications will be evaluated against the following criteria:

* The quality of the proposed VF’s contribution to their research field as attested by their CV.
* The potential of the proposed programme of activities to advance interdisciplinary research and collaboration amongst QMUL scholars.
* The breadth and/or depth of the research constituency to which the proposed VF will appeal.
* The potential of the proposed programme of activities to enrich the research environment of wider research communities and early career (including PhD) researchers at QMUL.

Applications will be evaluated by a panel led by the Dean for Research and include the Deputy Dean for Research Impact, Faculty Strategic Research Manager and Director of IHSS.

Where more than one application is made by applicants from the same School, the School Research Committee should rank applications in terms of priority.

# Responsibilities of the Nominator

* Liaising with the Director of the IHSS in advance of submission of the application to agree on the proposed programme of activities.
* Liaising with the nominated VF prior to submission of the application to ensure that they agree to undertake the proposed programme of activities.
* Coordinating the VF’s activities including ensuring that they are widely advertised, providing details of events connected to the Fellowship to the IHSS Office (ihss@qmul.ac.uk) and other relevant teams including E-Bulletin on (e-bulletin@qmul.ac.uk). This should be done two months prior to the arrival of the VF.
* Liaising with Faculty Administration Officer, June Ryde (j.ryde@qmul.ac.uk), to book accommodation.
* Arranging the visit support for the venues booking for the public and internal events, public event’s catering and porterage, access to QM facilities and IT, with their School or School Affiliations nominating/organising group members’ Schools.
* Providing the VF with research facilities, access to IT etc., as appropriate. (Note: Internet access and user ID and password should be arranged prior to the arrival of the VF by contacting QMUL IT team at servicedesk@qmul.ac.uk).
* Ensuring that the required ‘Right to Work check’ is carried out. Any individual who carries out work for QMUL in the UK must undergo a ‘Right to Work Check’. The Home Office does not place any distinction on paid or unpaid work. For example, if a visitor is carrying out unpaid research for QMUL then for immigration purpose https://www.eurostar.com/uk-en/service-information/coronavirus-and-eurostar-service/travel-requirements s it is still classed as work and a ‘Right to Work Check’ must be carried out to ensure legal compliance as soon as they arrive at QMUL. (<http://www.hr.qmul.ac.uk/workqm/righttowork/>; <https://www.gov.uk/permitted-paid-engagement-visa>)
* Ensuring that the VF has appropriate insurance for the duration of stay at QMUL.
* Submitting an *End of Visiting Fellowship Report* to ihss@qmul.ac.uk within two weeks of the visit end of the VF. The report should include details of the VF’s activities, the contribution to the research culture of the Faculty and any future potential collaborations.