

**Diamond Jubilee International Visiting Fellowship Application 2015/16 Round 2**

*Please complete with close reference to the guidelines and submit* ***a single pdf file, including any supporting documents and signatures****, to Alison Tebbutt (*[*A.M.Tebbutt@southampton.ac.uk*](mailto:A.M.Tebbutt@southampton.ac.uk) *) by* ***29 May 2015****.*

*Incomplete applications or those received after the deadline will not be considered.*

*It is the responsibility of the nominating member of staff to complete the application form and obtain the relevant signatures and supporting statements. However, it is expected that this will involve close liaison with the proposed International Visiting Fellow.*

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| **SECTION 1 – International Visiting Fellowship Nomination** | | | | | | |
| 1. **Visiting Fellow** | | | | | | | |
| Surname: | First name: | | | | Title: | | |
| Home University / Institution: | | | | | | | |
| Home Department or other relevant grouping: | | | | Position: | | | |
| Correspondence address: | | | | Telephone number: | | | |
| Email: | | | |
| 1. **Nominating Staff Member** | | | | | | | |
| Surname: | | First name: | | | | Title: | |
| Faculty and/or Unit: | | | | Position: | | | |
| Correspondence address: | | | | Telephone number: | | | |
| Email: | | | |
| 1. **Fellowship Dates** | | | | | | | |
| The Fellowship will normally be awarded for a period of three years from **1 August 2015** to **31 July 2018**.  It is expected that Visiting Fellows will spend at least a month at Southampton during the lifetime of the Fellowship. This can be completed accumulatively. Please give an estimate of the timescale of proposed activities, including visits to the University of Southampton. | | | | | | | |
| **Fellowship Year** | | | **Estimated timescale of Fellowship activities** | | | |
| **Year 1 (1 August 2015 – 31 July 2016)** | | |  | | | |
| **Year 2 (1 August 2016 – 31 July 2017)** | | |  | | | |
| **Year 3 (1 August 2017 – 31 July 2018)** | | |  | | | |

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| **SECTION 2 - International Visiting Fellowship Objectives** |
| In no more than 1200 words (in total) please provide information on the following: |
| 1. **Existing research or academic links between the individuals and/or the group(s) involved**   Please explain the significance of any existing relationships in relation to the Unit/Faculty/University strategic plan |
| 1. **Objectives of the International Visiting Fellowship**  Please outline the anticipated outcomes and benefits for the individuals, group(s) and institutions involved |
| 1. **Proposed research contribution**   Please summarise the research to which the proposed visiting fellow will contribute, detailing the proposed collaboration with Southampton researchers |
| 1. **Proposed dissemination and outreach activities**   Please give details of the proposed programme of collaborative activity and events and a suggested timetable |
| 1. **Sustainability**   Please describe how the relationship will be sustained beyond the term of the visiting fellowship |
| 1. **Intellectual property rights and publications**   Please address how outputs of this collaboration will be managed between the visiting fellow and University of Southampton researchers |
| **Research Keywords (max three):** |

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| **SECTION 3 – Supporting material – University of Southampton** | | |
| 1. **Relevant Dean(s)’s supporting statement (250 words maximum)** | | |
|  | | |
| Signed: | Print name: | Date: |
| 1. **Relevant USRG Chair(s)’s supporting statement (if appropriate) 250 words maximum)** | | |
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| Signed: | Print name: | Date: |

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| **SECTION 4 - Support and logistics** | |
| **Please confirm any of the requirements below and state how they will be provided** | |
| **Office space** (including computer and desk) |  | |
| **Lab / research space** **or access to specialist equipment** |  | |
| **Administrative support** |  | |
| **Fellowship coordination** |  | |
| **Accommodation**  Please give details of the proposed arrangements. |  | |

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| **SECTION 5 – Supporting material – Visiting Fellow / Home Institution** | | | | | |
| 1. **Proposed International Visiting Fellow’s supporting statement 250 words maximum)** | | | | | |
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| Signed: | | Print name: | | Date: | |
| 1. **Proposed International Visiting Fellow’s Home Institution Supporting Statement 250 words maximum)** | | | | | |
|  | | | | | |
| Print name: | Job title: | | Signed: | | Date: |
| 1. **Proposed International Visiting Fellow’s CV (2 pages with selected publications only)** | | | | | |
| Proposed International Visiting Fellow’s 2 page CV - **attached to this application** | | | | | |
| Names and contact details of referees: | | | | | |
| 1. | | 2. | | 3. | |
| Office use only – 1.  2.  3. | | | | | |

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| **SECTION 6 - Funding** | | | | | | | | | |
| **Previously funded activities**  Please give details of any other bids for funding previously made to support the relationship and /or research detailed here including the outcome if known or the date the result is expected. | | | | | | | | | |
| **2015/16 Fellowship Funding request**  The Diamond Jubilee International Visiting Fellowship (DJIVF) fund will contribute a maximum of £15,000, payable to the visiting fellow against receipts. Funding may be allocated for the following:   1. Travel: travel to airport, airfare, internal travel costs; 2. Accommodation and subsistence: please budget for reasonable self-catered accommodation where possible and include additional subsistence costs as per University finance regulations; 3. Research expenses – eg. consumables, equipment charges, IT provision etc. (Awarded at the panel’s discretion). 4. Other contributions: please indicate the percentage and actual amount committed from other sources towards the proposed fellowship costs. **This must be at least 25% of the total award.** | | | | | | | | | |
| **Item**  (examples given below) | **Year 1**  **(Aug 15 –Jul 16)** | | **Year 2**  **(Aug 16 – Jul 17)** | **Year 3**  **(Aug 17 – Jul 18)** | | **Total funding required** | **Total DJIVF funding requested**  **(Max 75% of total).** | | **Total from other sources - please specify amount and source**  **(Min 25% of total)** |
| Travel expenses |  | |  |  | |  |  | |  |
| Accommodation and Subsistence costs |  | |  |  | |  |  | |  |
| Research expenses |  | |  |  | |  |  | |  |
| Other |  | |  |  | |  |  | |  |
| **TOTAL** |  | |  |  | |  |  | |  |
| **Faculty Finance Contact - Signature** | | | | | | | | | |
| Print name: | | Job title: | | | Signed: | | | Date: | |
| **Visiting Fellow’s Home Institution Finance Contact - Signature (if applicable):** | | | | | | | | | |
| Print name: | | Job title: | | | Signed: | | | Date: | |

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| **SECTION 7 - Conditions of Funding and Signatures** | | |
| By completing and returning this Application Form, the nominating staff member and the proposed international visiting fellow hereby give permission to the University of Southampton to use the information contained in this form, including but not limited to contact details, for the purposes of the Diamond Jubilee International Visiting Fellowship programme and any scholarship donations provided thereunder or any projects or services relating thereto, subject to complying with the Data Protection Act 1998.  Successful nominating staff and International Visiting Fellows will be expected to submit a report one month after the completion of the fellowship and aspects of this may be made available to a wider audience.  **PLEASE NOTE THAT AN INTERNATIONAL VISITING FELLOWSHIP DOES NOT CONSTITUTE EMPLOYMENT WITH THE UNIVERSITY OF SOUTHAMPTON AND MAY BE TERMINATED AT ANY TIME BY EITHER THE UNIVERSITY OR THE FELLOW, AND THERE IS NO OBLIGATION UPON THE FELLOW TO PERFORM ANY SERVICES FOR THE UNIVERSITY WHATSOEVER.** | | |
| **Nominating Staff Member** | | |
| **Signature** | **Print name:** | **Date:** |
| **Proposed International Visiting Fellow** | | |
| **Signature** | **Print name:** | **Date:** |

Please return the completed form to Alison Tebbutt, International Office, ([A.M.Tebbutt@southampton.ac.uk](mailto:A.M.Tebbutt@southampton.ac.uk) ) by **29 May 2015**