

Guidance Notes for LIAS Fellowship scheme

The Leicester Institute for Advanced Studies (LIAS) Fellowships scheme offers University of Leicester research groups and individuals the opportunity to host high-calibre Fellows who will enrich the interdisciplinary research environment at the University. 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 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**. 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 that can be used to promote the visit and scheduled events. Fellows may be asked to sit for a professionally-produced photograph if culturally appropriate.

Funding

The maximum award value for a single 3 month 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 the Institute for Advanced Studies)
- Up to £2,500 for research expenses directly leading to the proposed outputs and outcomes, clearly justified in the application

It is the responsibility of the Applicant Fellow and their Principal Host to make travel arrangements in accordance with University policy, organise all room hire and catering for events, as well as publicising activities with the support of the Institute for Advanced Studies, Innovation Hub and Doctoral College.

The Leicester Institute for Advanced Studies will:

- Arrange the appropriate invitation to support visa applications for non-EEA Fellows
- Provide a desk and access to a desktop computer in the LIAS Fellows Room, 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 workplan
- 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
- Provide access to the Visiting Fellows gym membership scheme
- Provide access to the bookable Seminar and Board rooms in 7-9 Salisbury Rd

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.

The PH is expected to be at the University for the duration of the Fellowship.

Responsibilities of the Principal Host are to:

- Liaise with the nominated Fellow in the stages prior to submission of the application
- Maintain and report on the Fellow's budget, which will be delegated to the Principal Host department for spend
- Co-ordinate the Fellow's workshops and events with the support of the Leicester Institute for Advanced Studies and in line with the engagement plan
- Name a Secondary Host (SH) who will take responsibility for hosting the Fellow in the event of the PH's unforeseen absence.

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 an engagement 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:
 - o Cost of return travel (economy/standard class) between the Fellow's home and Leicester (up to £2000)
 - o Up to £2,500 for research expenses directly leading to the proposed outputs and outcomes, and clearly justified
 - o 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.
 - o The Institute may be able to offer a small stipend to applicants who are not currently employed (e.g. recently postdoctoral or emeritus researchers), or in cases where the cost of living in Leicester is prohibitive to a particular applicant, for example from a low income country. The availability of a stipend will be negotiated and agreed in the award letter. Please indicate whether your proposed Fellow is currently employed in your application.

In addition, please provide:

- A CV for the applicant (maximum 2 pages)
- Academic reference
 - o 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 arrive in Leicester before 1st July 2018
- 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) on **27th April 2018**. Successful applicants will be notified by 18th May 2018.

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.