

## Distinguished Visiting Fellowship Scheme

### Application Guidance

#### Scheme Aims and Objectives

The scheme's **aims** are to

- Provide funding to enable an academic engineering department in a United Kingdom (UK) university to be a host for up to a month to a Distinguished<sup>1</sup> Visiting Fellow from an overseas academic centre of excellence.
- Access global centres of excellence in engineering research and teaching, with a view to strengthening UK capacity and International standing.

The scheme's **objectives** are to

- Enable the sharing of latest developments, experience and information and the sharing of participating organisations' diverse knowledge in the area of engineering and technology.
- Enable the participating organisations to discover common and complementary skills/areas and initiatives that could form the foundation for future collaborations and future strategic research alliance.
- Provide the opportunity for the host institution to engage the Fellow in a range of mutually beneficial activities.

These may include, for example:

- Working collaboratively on joint papers and research proposals.
- Delivering lectures, lecture series, presentations, seminars, demonstrations, and expert workshops to graduates and/or undergraduates and members of the faculty.
- Guiding the design and delivery of new modules and/or programmes.
- Establishing project consortia to work collaboratively on joint research projects.

#### Countries Covered

The scheme is available for all countries outside the UK.

#### Eligibility

##### *Applicant*

- All engineering departments in the UK Higher Education institutions are eligible to apply. Whilst the Fellowships are intended to favour aspects of engineering and technology, the assessment panel will also give sympathetic consideration to proposals from related disciplines (e.g. within the generality of ICT and materials) where a convincing case for support is made.
- Applications from private or commercial centres of excellence are not accepted.

##### *Visitor*

- Applications with distinguished, eminent visitors from overseas academic centres of excellence in engineering (including those from governmental research organizations) are accepted.
- Visitors from private or commercial centres of excellence are not eligible for this scheme.

### Visit

- All arrangements for the visit of an approved Distinguished Visiting Fellow will be made by the host institution.
- Applications can support travel between the Host and other HE and/or industrial organisations in the UK.
- Each application can cover one visit of up to a month length or multiple visits of a total length of up to a month from the same Distinguished Fellow from the overseas centre of excellence. The maximum amount payable per Visitor for up to a month is £6,000.
- The outcome of the applications is normally known within one month of the deadlines and as such applications for visits planned to be held at least 1.5 to 2 months after the deadlines are accepted. Please contact the scheme manager for exact details.

## Funding

Funding for each approved Distinguished Visiting Fellow will be provided as follows:

- The cost of one scheduled airline return fare between the airports nearest to the Fellow's home and the host institution.
- The cost of accommodation (including meals) at or near the host institution.
- A daily allowance to cover all incidental expenses, including UK travel.

The allowable budget for each Fellow will not normally exceed £6000. An accompanying spouse will be permitted, if so desired, but at no additional cost to the scheme.

**The host institution is required to provide a list of anticipated costs, with justification, at application stage.** Payment of 75% of the approved costs will be made to the host institution at the same time that approval is notified. The remaining 25% will be paid on invoice to the host institution after the visit, subject to a satisfactory End-of-Visit report from the host and Visiting fellow and a written statement of expenditure.

## Timing

There are two rounds of applications. The deadline for the submission of the first round of applications is **the end of May**. The deadline for the second round of applications is the **end of October**. The outcome is notified to applicants normally within one month of the deadlines.

## Monitoring

Within one month of the completion of a Visiting Fellowship the host institution and the Visiting fellow are required to submit a confidential report of up to 1000 to 1500 words to the Royal Academy of Engineering describing how the opportunity provided by the Fellowship was used. It is a requirement of the Scheme that a two A4- page End-of-Year report on any activities resulting from the visit is submitted by the host institution to The Academy one year after the completion of the visit. The host is also required to submit within one month of the completion of the visit a completed Third Party Income form listing the cash and/or in-kind contributions made by the host and the visitor.

The submitted reports are sent to Academy Fellows in the scheme's Steering Group for evaluation and serve as a measure of the success of the Fellowships/scheme.

## Applications

The application for a fellowship should come from the host organisation. A two-A4 page-long **application form**, together with **the visitor's four-A4 page-long curriculum vitae and documents/information justifying the figures in section 4 of the form** must be submitted by the host institution in respect of each proposed Fellow. The prime purpose of the form is to identify why the nominated individual and university department deserve to be supported under the scheme and how the host institution intends to maximise the benefits gained.

All of the application documents should be sent as a **single pdf file to imren.markes@raeng.org.uk**. Application forms must be checked for completeness prior to submission. **Forms with illegible, truncated text fields and those of a length longer than two A4 pages will not be accepted.**

## Assessment of Applications

An assessment panel consisting of Fellows of The Academy will meet normally within one month of the deadline for applications to determine the successful applicants.

In judging applications the Selection Panel takes into account a number of key criteria, including:

- **The seniority and eminence of the proposed visitor** (and his/her academic centre of excellence)

Priority is given to applications presenting evidence of an excellent match between the choice of visitor and his/her centre of excellence and the host.

- **The strength of support for the application**

Priority is given to host organisations demonstrating that the work to be undertaken during the visit is going to be of significant value to them and to the engineering in the UK. Priority is, therefore, given to applications strongly supported by the host (as judged from the Head of Department's statement of support/ departmental contributions etc).

- **The quality of the proposed programme of work, collaboration and dissemination activities**

Priority is given to host organisations where the host is likely to achieve the greatest benefit from a visit and where the visit/or will make a substantial contribution to the engineering research (and teaching) at the host and to the engineering in the UK (as well as to him/herself and his/her institution).

Priority is given to applications with clearly defined (and achievable/feasible) programme of activities, outcomes and benefits, which extend beyond the host.

Priority is given to applications with clearly defined present and future dissemination activities as well as to those applications that propose distinctive ways to maximise the benefits from the visit.

- **The potential for future links, collaboration and networking**

Priority is given to applications with a strong potential for future links, collaboration and networking

- **Added value**

Priority is also given to applicants who demonstrate that there will be a value added because of The Academy funding for the visit.

The award holder's university department will be notified of the successful outcome of the assessment in writing by the Scheme manager normally within one month of the date of the assessment panel's meeting. At the time of the award notification all parties will be required to sign an Agreement detailing the Terms and Conditions of the award.

## Guidelines for the Application Form

The length of the Application form is **restricted to two A4 pages**.

## 1. Nominating Host Institution

Please enter the name, address and position of the departmental contact (the applicant). Enter all of the names if there are two or more applicants. All of the communication related to such applications will be sent to the first (main) applicant. Enter the telephone and the e-mail address of the main applicant. List any Royal Academy of Engineering and other awards held by the applicant/s in the last 2 years (with dates).

## 2. Nominee

Please give the academic title, name, date of birth, nationality and work address (including the department and country) of the Distinguished visitor. Include the visitor's current position and date of appointment, his/her field of specialisation and the subject area, together with his/her telephone, fax and e-mail contact details. Include information on the type and timing of any past and present links and collaboration that the visitor has had with the host and/or the UK and state whether the host and the visitor have met personally. Clarify the value to be added because of the Royal Academy of Engineering funding for the visit (especially if previous links and collaboration already exist).

Attach a shortened, four A4-page long version of the visitor's Curriculum Vitae (CV). Include information on posts held in the last 5 years together with information on education and qualifications obtained (with dates). The CV should include evidence of eminence and seniority (e.g. details of awards and prizes won, invited lectures, national/international committee membership/leadership etc). Provide a summary of the visitor's publication record together with details of his/her recent publications relevant to the application. **CVs longer than four A4 pages will not be accepted.**

## 3. Purpose of Visit

Please state the general purpose of the visit, include the title of research and list the main activities to be undertaken during the visit, giving specific information on (e.g. the titles, numbers of) any research projects, proposals, papers, lectures, etc. You may attach a programme of activities of a maximum length of one A4 page if your programme of activities does not fit in the box in section 3.2 . **Please make sure that the information in the attached Programme of Activities page is not a repeat of the information in box 3.2.**

List the expected outcomes of the visit for the host, the UK and for the Visiting Fellow and overseas country.

Please give information on the intended ways to maximise the benefits from the visit: Describe planned follow-up dissemination activities and give information on any intended future links and collaboration.

## 4. Funding Requested

Please state the funds required to cover the visitor's air fare, daily allowance and accommodation costs. Justify all of the figures in section 4 through, for example, referrals to websites, the provision of details of accommodation and flight quotes, etc.

Please note that a breakdown of actual expenditure is required within one month of the completion of the visit. This should be presented with the Host's End-of-visit report and should include international travel, local travel, subsistence and accommodation together with items that constitute the daily allowance. Information on other sources of funding towards the visit should be presented by completing a Third Party Income form, which is available to download at <http://www.raeng.org.uk/research/researcher/dvfs/scheme.htm>. Receipts will not be required. Reasons should be given for any differences between the actual visit expenditure and the amount awarded by The Royal Academy of Engineering.

## 5. Head of Department/School's Statement of Support

This section should be completed by the Head of Department at the UK Host institution. Support statements in applications from heads of departments themselves should come from their line managers. Please state your department's cash and/or in-kind contribution towards the visit.

## 6. Timing of Visit

Please state the provisional start and completion dates of the visit. The maximum length of the visits is one month.

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<sup>1</sup>

### ***Distinguished Fellow***

*In this context 'distinguished' refers to excellence in the area of research and/or teaching and as such 'Distinguished fellow' refers to an academic at a relatively senior level (normally based at an academic centre of excellence), who is eminent in his/her field and shows a potential for a valuable contribution to the host university.*

For further details please contact [imren.markes@raeng.org.uk](mailto:imren.markes@raeng.org.uk)