

Distinguished Visiting Fellowship Scheme Agreement

1. Parties to Agreement

1.1 This agreement is made between the Royal Academy of Engineering ("The Academy") and the Host Organisation ("The Host") for an Award under the Distinguished Visiting Fellowship Scheme.

2. Purpose of Agreement

2.1 The aim of the award is 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 Visiting Fellow from an overseas academic centre of excellence with a view to promoting and building on UK academic and industrial research excellence in the area of engineering and technology and to strengthening the vision of a collaborative, technologically informed practice of engineering.

2.2 The purpose of the Agreement, therefore, is for the completion of the work outlined in the agreed (by The Host and the Distinguished Visiting Fellow ("The Fellow")) work programme (described in section 3.2 of the Application Form), which is subject to the terms and conditions of this Agreement.

3. Period of the Visit

3.1 The Award will provide for the support of a visit by The Fellow to The Host for the maximum duration declared in the application form (subject to earlier termination of this Agreement in accordance with its terms).

4. Obligations of The Academy

4.1 The Academy undertakes to provide funding to The Host for each approved Fellow on receipt of invoice from The Host as follows:

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

4.2. The allowable funds provided by The Academy for each Fellow will not normally exceed £6000.

4.3 The Academy will permit an accompanying spouse/partner, if so desired, but at no additional cost to the scheme.

4.4 The Academy undertakes to pay 75% of the approved estimate of costs to The Host on receipt of an invoice **within three months from the date of notification of the award** and the remaining 25% on receipt of an invoice from The Host **no later than three months of the completion of the visit**, subject to the submission of the End-of-visit Host report in [5.4], together with the written statement of expenditure in [5.9].

4.5 The Academy undertakes to send the reports submitted by The Host to the Members of the Distinguished Visiting Fellowship Scheme's Steering Group as a measure of the success of the scheme.

4.6 The Academy may withhold and/or demand repayment of all or any part of the Award, at its absolute discretion,

- 4.6.1 If the visit is not started within 6 months of the date of notification of the Award.
- 4.6.2 If The Fellow fails to complete the visit on time or within an agreed with The Academy period.
- 4.6.3 If the end-of-visit and year-end Host reports are not submitted to The Academy within the deadlines stated in [5.4] and [5.7].

4.7 The funds awarded by The Academy for each fellow are not transferable and are given to The Host in respect of the named Fellow to the named Host for the agreed period.

5. Obligations of The Host

5.1 The Host undertakes to submit to The Academy a schedule of anticipated costs of the visit –with justification- at application stage.

5.2 If The Host spends less than the entire Award on the purpose of the fellowship, the unspent amounts (if paid to The Host) shall be repaid to The Academy upon completion of the Fellowship and/or (if not paid to The Host) will automatically lapse.

5.3 In the event of termination of the visit, the Host will reimburse The Academy – within three months of the date of termination- for that part of the Award, which is outstanding on a pro-rata basis and taking into account necessary expenses already incurred.

5.4 The Host will submit to The Academy **within one month of the completion of a Visiting Fellowship** a confidential report -including a written feedback on the visit from The Fellow- of up to 1000 to 1500 words describing how the opportunity provided by the Fellowship was used.

5.5 The Host undertakes to submit to The Academy a completed Third Party Income form **within one month** of the completion of a Visiting Fellowship.

5.6 The Host undertakes to give to The Academy a 10 % refund of the award if the End-of-visit Host report in [5.4] is

- 5.5.1 Not submitted to The Academy.

5.5.2 Of unacceptable quality.

5.7 The Host undertakes to submit to The Academy, within one year of the completion of the Visiting Fellowship, a short (one to two A4 pages-long) End-of-Year report detailing any activities resulting from the visit within the year that followed.

5.8 The Host undertakes to give to The Academy a 5 % refund of the award if The Host's End-of-Year report in [5.7] is

5.8.1 Not submitted to The Academy.

5.8.2 Of unacceptable quality.

5.9 The Host undertakes to submit to The Academy a list of expenditure (without the receipts) within one month of the completion of a Visiting Fellowship.

5.10 If the visit does not take place, within 6 months of the date of notification of the Award, The Host must send to The Academy a written report of the reasons for the delay as soon as practicable (and not later than one month after the expiry of such 6 month period) and, if reasonably ascertainable, the proposed date of commencement.

5.11 The Host (and Fellow) must acknowledge the financial support of The Academy in any materials/publications related to the Fellowship Award and in written and spoken presentations about the visit and its outcomes.

5.12 Patent and intellectual property rights should be negotiated between The Host and The Fellow. It is recommended that an agreement is drawn up between these two parties to protect individual interests.

5.13 It is the Host's responsibility to request and check the suitability and make judgments regarding the acceptability of the Visitor's Curriculum Vitae and/or references.

5.14 The Host undertakes to submit to The Academy

5.14.1 An invoice for 75% of the Award value **no later than three months from the date of notification** of the Award,

5.14.2 An invoice for the final 25% of the award **within three months of the date of completion of the visit** .

6. Termination

6.1 This agreement may be terminated by either party giving to the other not less than five days notice in writing, which will include an explanation of the reasons for termination.

6.2 The fellowship will be considered completed only after The Host reports and the Third Party Income form described in [5.4], [5.5] and [5.7] have been submitted to The Academy.

7. Amendment or Variation

7.1 The prior consent of The Academy must be obtained before any change is made to the fellowship as described in the Agreement and further detailed in The Host's Application Form and supporting documentation.

7.2 This agreement may only be varied by agreement in writing by both parties.

8. Breach

Either party may terminate this Agreement with immediate effect in the event of a breach of any of its terms by the other party.

9. Date of Agreement

The Agreement shall be deemed to take effect from the date of (the proposed) departure of The Fellow to The Host.

Authorised to Sign for and on behalf of The Host (e.g. Head of Department/School, Director- Research Support and Development Services, Grants and Contracts Manager etc):

Signature: **Date:**

Name (in capital letters):

Position:

Organisation:

Authorised to Sign for and on behalf of The Academy:

Signature: **Date:**

Name (in capital letters):

Position:

Award Holder (i.e. Contact at the UK Host Organisation) Declaration:

I have read and understood the obligations listed in this Agreement. I agree to act in accordance therewith.

Signature: **Date:**

Name (in capital letters):