

## Visiting Professorships Application Help Notes

*Please consult these help notes when completing the application form. These are also accessible via the Help button on each relevant section of the online application form.*

**Applications must be submitted by a member of academic staff based in a UK university or other higher education institution who will be responsible for coordinating the visit.**

Applicants should share the details of the application with their visitor. Applications must be approved by both the proposed Visiting Professor and the UK host institution (which also agrees to administer the grant and to provide appropriate facilities for the visitor). Both forms of approval must be given by 4pm on the closing date and hence UK host applicants are urged to submit their application for the two forms of approval at least five working days before the closing date. It is the responsibility of the UK host applicant to complete the application in time for the Visiting Professor and host institution to process it.

To submit an application, please complete all sections of the form and select Validation to confirm that you have completed the mandatory fields correctly. If there are no errors you can then save and close the application and select the Submit button to submit the application for the two forms of approval. Once the application is submitted it will not be possible for you to edit it unless the Visiting Professor or the Institutional approver reject it. However, you will be able to view it. Please note that it is your responsibility to check the status of your application on the online application system and to ensure that the necessary approvals are provided in time.

The following help notes are intended to assist you as you complete each section of the application form.

### UK host applicant details

These are the details we currently have stored for you. To amend them, please click the Manage My Details link in the Help note. This will open a new tab for you to make any required changes. Once completed, please save your changes, close the tab and return to editing your application form.

### Signatories

Please add the details of the Visiting Professor and send a notification to the UK host institutional approver, as both are signatories and both are required to approve the application.

### Adding and notifying the visiting professor

- Click Add Visiting Professor to add the name of the Visiting Professor.
- Enter their First name and surname and click Search.
- Select the contact record for the Visiting Professor. If a matching contact is not found follow the instructions to add one. If you enter the incorrect Visiting Professor name click cancel to return to the search form. You must then confirm that you wish to notify the Visiting Professor that they have been added to the application.
- Check the tick box confirming you wish to include this person on your application and then click Save. They will then receive an email with instructions about how to view the application. Please note, they will not be able to edit the application. When you submit the application they will be sent a further email asking them to approve the completed application online.

### Notifying the institutional approver

You may notify your designated Institutional Approver at any time to allow them to view, but not edit, your application. Check the tick box confirming you wish to notify this Institutional Approver and then click Notify. They will then receive an email with instructions about how to view, but not edit, the application.

Once the Visiting Professor has approved the application an email will be sent to the Institutional Approver asking them to approve the application online.

Both forms of approval must be provided by 4pm on the deadline date.

### Visiting professor CV

- Please upload the CV of the proposed visitor and a list of principal publications.
- Use the Attach buttons to upload a copy of the Visiting Professor's CV and a separate list of their principal publications. Click Attach and then use the Choose file button to select and upload a document. Select the file you wish to upload, click Open and then Attach. If the file has been uploaded this will be indicated on screen. This may take a few seconds.
- Each document should not exceed two sides of A4. Either Word documents or PDFs may be uploaded.

### Referees

- Please add details of three referees. You must check that referees are able and willing to provide a reference via the online system within four weeks of the closing date.
- At least two of these should be based in the UK. The UK host may not act as a referee, nor, if possible, should those at other UK institutions if they propose to host visits by the Visiting Professor.
- Click Add referee... to enter details of each of your three referees. You must provide full details for your referees. If they do not have a department or institution, please enter "n/a" in these fields.
- Reference requests with a link to your application will be sent via email shortly after your application has been submitted to the Trust. It is crucial that you enter correct email addresses.

- Referees will be asked for their views of the proposed programme, the standing and proposed contribution of the Visiting Professor, and the potential of the visit to enhance the range of research and/or teaching skills in the host institution and more broadly in the UK.

## Programme summary

*Fields of study:* click to select one or more fields of study describing the scope of the programme proposed.

*Specific subject area(s) relating to the proposed visit:* provide details of the specific subject area(s) relating to the visit (e.g. biological anthropology).

### *Timing of visit:*

- Enter the total number of months (between 3 and 12).
- Click Add visit to enter the start and end dates for each visit. If unknown at this time, please enter provisional dates. Please note that only tenures of 6 months or more total duration are eligible to be spread over two or more visits; tenures of less than 6 months must be completed within one visit.

*Abstract:* this account should be given in non-technical terms so as to be easily comprehensible to a non-expert. Maximum 200 words.

*Brief summary of visitor's main academic achievements* contributing to their status as a world leader in their field. Maximum 200 words.

*Brief summary of precise skills and expertise to be transferred* which are not currently available in the host institution or the UK in general. Maximum 200 words.

*Brief indication of suitability of the host department/centre* and institution for the visit. Maximum 200 words.

*Brief summary of benefits to UK staff and students* including how the precise skills and expertise will be transferred. Maximum 200 words.

## Programme outline

For each item give a very brief description (maximum 100 words) of the visitor's proposed participation, and include the percentage of time spent on each activity as a proportion of the whole time in the UK:

- formalised advice to, methodological collaboration with, host staff
- lectures (state number) and specify which will be designated Leverhulme Lectures
- seminars (state number)
- other teaching or student instruction/interaction (state type)
- visits to other institutions (state number and locations)
- other activity (please specify)

## Programme detailed description

Please upload a document (in Word or PDF format) containing a detailed description of the programme. This should be based upon the four points below (not exceeding six pages of A4, please use Arial size 10 or 11).

1. Details of proposed programme: objectives, timetable, character of activities, range of commitments and academics with whom the visitor will interact; outcomes envisaged. If the programme encompasses two or more visits please provide an explicit statement explaining how the programme will benefit from this.
2. Justification of the choice of Visiting Professor and their specialist skills/knowledge.
3. Suitability of host department/centre and institution, anticipated benefits to home-based staff and outcomes planned.
4. Facilities and support offered by UK host institution.

Use the Attach button to upload a copy of your document. Select the file you wish to upload, click Open and then Attach. If the file has been uploaded successfully this will be indicated on screen and you will be able to view or remove it.

## Finance

Please enter the details of the budget requested for this application.

- **Maintenance grant:** a maintenance grant up to a level commensurate with the salary of a professor in the relevant field at the receiving institution may be requested. Requests must take account of the individual circumstances of the visitor, i.e. whether they will be on paid or unpaid leave during their visit, and be realistically costed. National Insurance and superannuation costs should only be added if applicable to the individual circumstances of the visitor. The maintenance grant is only payable for the period of the visit to the UK.
- As an alternative to a maintenance grant/salary, the Trust will consider funding replacement salary costs for the visitor in their home institution. Please note, **this type of funding should only be requested in cases where this would be more cost effective than a maintenance grant/salary**. Applicants should give explicit justification for the replacement costs requested and be realistically costed and commensurate with the type and range of activities to be replaced. Please note that these funds can only be used for the visitor's replacement costs, and not as a general contribution towards the home institution's staff costs; it is the UK host institution's responsibility to ensure that the funds are administered correctly. The replacement salary costs are only payable for the period of the visit to the UK.
- **UK accommodation costs:** visitors may apply for funds for accommodation and utilities in the UK in cases where such costs are also payable in their home country during tenure of the award or where the UK costs are significantly higher than in their home country. Please provide a breakdown of the costs of rent, utilities etc.
- **Travel to and from the UK:** return fares (for visitor and dependant partner) should be based on the lowest reasonable fares available. If two or more visits are made the Trust will pay for a maximum of two return fares for the visitor and partner.
- **UK travel, laboratory consumables, technical assistance, other:** such requests require a breakdown of costs and a brief explanation of why these are required.

- Items of equipment, non-UK conference attendance and travel, departmental costs, overheads and bench fees are not eligible expenses.
- Personal expenditures on items such as car hire and health insurance are not eligible.
- The host institution should provide general support costs, e.g. photocopying, inter-library loans, routine administrative assistance for help with making travel arrangements and arranging publicity for lectures etc. Please note that the Trust does not make awards on a full economic costing basis.

### Supplementary finance information

If maintenance and/or UK accommodation costs have been requested please complete this section (maximum 100 words per item).

- Give details of whether the Visiting Professor will be on paid leave, part-paid leave, unpaid leave, in receipt of a pension etc. If a request has been made for replacement costs in the visitor's home institution, please provide an explicit justification and details of how these costs have been calculated.
- If a request has been made for both a maintenance grant and UK accommodation costs, please give an explicit statement as to why this is necessary.
- Give brief details of the type of accommodation required and reasons why this is appropriate (e.g. family commitments, location, etc).

### Validation

- To submit your application, please first click Validation to verify that all required fields have been completed. If there are no errors you can save and close this form and submit the application from the application summary screen.
- Once the application is submitted it will not be possible for you to edit it, so please view or print out a copy of the application and proof-read it carefully before submitting it.
- Once the application has been submitted it must be approved online in the following order: 1) by your Visiting Professor, and 2) by your Institutional Approver. Both approvals must be complete by 4pm on the closing date. If the Visiting Professor and/or the Institutional Approver declines to support an application you will be sent an email notifying you of this. You will then have the opportunity to "unlock" and edit the application.