

## Visiting Professorships Terms and Conditions

The award is to be held in accordance with the programme and budget approved by the Leverhulme Trust and as detailed in the formal offer letter to the head of the institution. Significant variations in the programme or budget require prior approval by the Trust.

### Lectures

Where lectures are held in connection with the award, the details of these Leverhulme Lectures should be sent to the Trust at least two months before the first lecture, if possible.

### Payments

Payment for the maintenance grant, fares and any other approved budget items will be made when the visit commences. It is the UK host applicant's responsibility to notify the Trust of the Visiting Professor's start date. The visit should commence within 15 months of receipt of the offer letter. Where two or more visits are planned payment will be in instalments. The maintenance grant is only payable for the period of the visit to the UK. In the case of the curtailment of a visit or visits reimbursement will be made to the Trust by the university on a pro rata basis.

### Host institution

The host institution must undertake the following:

- Meet all overhead and departmental costs;
- Provide facilities (including departmental membership, office consumables and other usual privileges) at a level commensurate with the conditions enjoyed by existing staff of the same level;
- Manage all necessary arrangements relating to the visitor's visa and tax requirements;
- Administer the funding in accordance with the approved budget.

### Reports

The following reports are required:

- Within one month after the end of the award, the host institution finance department should submit a final financial statement. Any funds unspent must be returned to the Trust in full.

- The Visiting Professor should submit, within one month after the end of each period of his or her tenure, a report summarising the length of the visit(s), details of activities (including the lecture series), and the perceived benefit to staff at the home institution (up to 1000 words in non-technical language).
- The UK host academic should also submit a report, within one month after the end of each period of the Visiting Professor's tenure, summarising the benefits to his or her department or area and the Professor's participation in the life of the host institution and department or area (up to 1000 words in non-technical terms).

## Termination

The Trust Board may terminate an award if they deem circumstances warrant it. This would normally be on advice from the host institution or other competent authority that the Visiting Professor is neglecting his or her responsibilities or is incapable of pursuing the planned activities or is in any other way contravening the spirit or the terms of the award. In such circumstances the Trust's grant will be curtailed pro rata (see payments above).

## Acknowledging the Trust and logos

We ask all grant holders to acknowledge the Trust's support in any publicity, promotional materials or publications associated with research funded by the Trust. Please ensure you refer to the visitor as a Leverhulme Visiting Professor in any promotional material online, in social media or in print. Please read the detailed guidance on acknowledging the Trust's support and use of the Leverhulme Trust logo at [www.leverhulme.ac.uk/grant-holders/logo](http://www.leverhulme.ac.uk/grant-holders/logo)