

**Bristol Benjamin Meaker**  
**Visiting Researchers Follow-on Funding**  
**Call specification 2019-20**

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## Call details

### Overview

The Bristol Benjamin Meaker Distinguished Visiting Professor and Bristol 'Next Generation' Visiting Researcher schemes are intended to cultivate relationships between individuals and institutions, and we would therefore also expect these relationships to continue to grow and develop after the award. To help facilitate this we have set up a new Benjamin Meaker Visiting Researchers Follow-on Fund (BBMFOF). This funding can be used for:

- **Reciprocal Visits:** The UoB academic travelling to the original Visitor's institution for a reciprocal visit; or
- **Return Visits:** The original Visitor returning to the UoB for a second, shorter follow-on visit.

In both cases visits should be designed to directly expand upon the developments made in the first visit and produce specific, tangible outcomes, such as funding bids, policy briefings, and/or international co-authored publications.

Please note that **we would generally expect partner institutions to reciprocate** the contributions made by UoB in any follow-on activities; however, we do recognise that some institutions do not have the financial capacity to do so. Contributions can therefore be in-kind rather than financial, where appropriate. Details on any partner-institution contributions as well as full justification for the proposed follow-on activity must be clearly outlined in the application form.

We also encourage former award holders to consider applying to our [Bristol International Research Workshops scheme](#) for funding to support a collaborative activity based on the original award. Where appropriate and justified, applicants can apply for both schemes simultaneously (i.e. they can apply to the Follow-on Fund for a Return/Reciprocal Visit, and to the Bristol International Research Workshops scheme to run an international workshop during the visit).

### Eligibility

This call is open to partners who have successfully completed a BBMDVP or Next Generation visit **within the last 18 months**. This includes **international** Medium-Term and Fast-Track Benjamin Meaker Visiting Professorships which were funded through the previous scheme; please note that UK-based former BBMDVPs are not eligible.

The application must be submitted by **the same individuals** who were named as Visitor and UoB Host on the original application. Where the Partner is returning to the UoB for a second visit this would generally be expected to involve collaboration with more than one UoB colleague, in order to justify them returning to our University rather than offering a reciprocal visit to their home Institution. **Applicants who have not submitted their End of Award Report, or otherwise failed to meet the conditions of their original award, will not be considered eligible.**

## Practicalities

This scheme has a rolling deadline, and applications will be reviewed on a monthly basis at the end of the month.

Applicants can request visitation periods of up to one month. Proposed activities should take place within one calendar year of application submission, and at least one month after the submission date to allow time for the decision-making process.

Applicants can apply for funding to cover **economy return travel** from the Partner's home country to Bristol, or for the UoB applicant to travel to the Partner's institution (but not both). Returning or Reciprocal Visitors can apply for **up to £200 per week** for subsistence costs incurred during the period of the award.

**Accommodation in Bristol will be provided for Return Visitors**, and where possible this will be in one of our suites in [Principal's House](#); however, during peak periods we may need to arrange alternative accommodation for you. UoB applicants travelling to the Partner's institution on a **Reciprocal Visit** can additionally apply for up to £100 per night towards accommodation costs; however, please note that we would normally expect the Partner's institution to provide accommodation, or for other funding to be sought to cover these costs. The total amount applied for **Return or Reciprocal Visits should not exceed £2000**.

## How to apply

### Application process

1. Identify an opportunity to build on the original award with strong potential for outcomes and/or impact.
2. Familiarise yourself with this document before commencing your application, paying particular attention to the criteria and conditions of award.
3. Complete the Bristol Benjamin Meaker Follow-on Fund 2019-20 application form and submit to the UoB Academic Host's Head of School or Department for approval.
4. Submit a PDF copy of the completed form via email to [irp-admin@bristol.ac.uk](mailto:irp-admin@bristol.ac.uk), along with a 2page CV each for the UoB Academic Host and Partner.
5. Your application will then be assessed by members of the RD International team at their next monthly review meeting, held at the end of each month.
6. Funding decisions, including any conditions of funding, will then be confirmed. If your application is successful further information will be provided on the next steps.

**Please ensure that your application is written for a generalist audience**, avoiding technical details which would be inaccessible to a non-specialist. The application form, is available to download [here](#).

If you have any questions regarding this process please get in touch with the International Research Partnerships team via [irp-admin@bristol.ac.uk](mailto:irp-admin@bristol.ac.uk).

## Guidance for applicants

Please strictly note and adhere to all the below guidance, as well as the guidance provided at the top of the application form. Applications which are not compliant will be considered ineligible.

### Section A

In this section you need to provide details of the proposed partnership visit, including the project title and details of both the Visitor and the Academic Host. Please adhere to the italicised grey guidance notes in the form.

The length of visit can be up to one month. Proposed activities should take place within one calendar year of your application submission, and at least one month after the submission date to allow time for the decision-making process.

### Section B

#### ***B1: Case for support***

Please use this section to justify why follow-on funding is required, and to demonstrate how your application meets the call criteria. Please include outcomes of the original visit, as well as anticipated outcomes from the proposed follow-on activity. Please ensure your application is written for a generalist audience.

#### ***B2: Partner Contribution***

Please use this section to outline what contributions and/or support (financial and/or in-kind) the Partner's home institution are making to the continuation and development of this partnership. If limited or no contributions are being made by the Partner institution this needs to be fully justified.

### Section C

Applicants should complete this section with itemised costs in GBP. A FEC costing is not required.

**A: Travel Costs:** The BBMFOF scheme includes economy return travel to/from Bristol for the Partner or UoB Academic Host, in line with the [UoB Travel, Subsistence and Expenses policy](#). An itemised breakdown must be provided. Please note that only one return trip can be requested.

**B: Subsistence costs:** The BBMFOF scheme covers up to £200 of reasonable subsistence costs per week of the visit. UoB academics visiting their Partner's institution may also claim up to £100 per night for accommodation. An itemised breakdown must be provided (i.e. cost per diem).

**C: Faculty/School/Departmental Contribution:** Where some of the costs of the visit are being funded by the UoB Host's Faculty/School/Department details of this should be outlined in this section, including a summary of the contribution and the financial value (where applicable).

**D: Partner Institution Contribution:** Where some of the costs of the visit are being funded by the Partner's Institution details of this should be outlined in this section, including a summary of the contribution and financial value (where applicable).

Applicants should calculate the total cost of the visit (i.e. A+B), and then deduct the Faculty/School/Department and any Partner Institution contributions (i.e. A+B, then subtract C and D) to give the total amount being applied for via the BBMFOF scheme. **Please note that a maximum of £2000 can be applied for under this scheme.** An example has been provided below:

Costs applied for			
Item		Breakdown	Value (GBP)
A	Travel costs	Return economy flights London-Boston (£600) Taxi to/from airport in Boston (£60) Return bus from Heathrow to Bristol (£50)	£710
B	Subsistence costs	Daily subsistence (£25/day for 14 days, total £350); Accommodation (£80/night for 14nights, total £1120)	£1470
<b>Total cost of visit (A+B)</b>			<b>£2180</b>
C	UoB Faculty/School/Department Contribution	N/A	£0
D	Partner Institution Contribution	Accommodation provided by Boston University	£1120
<b>Total applied for via BBM Follow-on Fund (A+B-C-D)</b>			<b>£1060</b>

Applicants should also provide details of any other applications being made for funding in connection with this visit in the final part of Section C, including both internal and external funding sources. If no other applications are being made, then please enter 'N/A' in this box.

### Section D

This section must be completed by the UoB Academic Host's Head of School. By providing their signature, the Head of School agrees to all terms outlined in the declaration.

The Head of School is also welcome to add any further comments on the application (maximum 200 words). For example, they may wish to add further comments on the value of the project for the Department/School and/or the UoB more generally, substantiating and supporting information provided in the Case for Support. This is an optional field.

## Assessment process

RED will process submitted applications at the end of each month. Applications will be reviewed by RED, with oversight from the Provost as appropriate.

The review process usually takes around two weeks. Exceptionally, where an urgent need for a quicker turnaround can be demonstrated this will be accommodated where possible; however, this cannot be guaranteed.

Applications will be reviewed against the following criteria:

- Does the proposed follow-on activity effectively build upon a successful original visit and its outcomes?
- Does the proposal demonstrate strong potential for new outcomes (e.g. collaborative research funding bids, policy impact, and/or co-authored publications) which are unlikely to be achieved without an additional award?
- Does the proposed project demonstrate continued importance to the relevant academic field?
- Is there demonstrable buy-in from the Partner Institution, evidenced through financial and/or in-kind contributions to the follow-on activities?
- Will the proposed follow-on activity attract further external engagement, such as engagement from policy and practice, the media, and/or other sectors?

## Conditions of funding

### Pre-Award Requirements

All successful applications will be required to provide a 300-word summary of the BBM Follow-on Fund collaborative project for our website and other communications to the International Research Partnerships team **within four weeks of award outcome notification** or **before their travel to Bristol is arranged**, whichever is sooner:

It is the UoB Academic Host's responsibility to ensure that this information is delivered on time. The International Research Partnerships team **reserve the right to cancel awards if this information is not received within the specified timeframe**. We recommend that you prepare this information as part of your application process, to assist with timely processing of your award.

The host's department/school also will need to provide office space for Returning Visitors, as well as arranging [honorary visiting staff status](#) prior to the visitors arrival; this will enable a UCard and a UoB email to be generated.

### Award Requirements and Conditions

All applicants should familiarise themselves with the below requirements and conditions of funding, which apply to all awards under this scheme.

- All returning Visitors are expected to give lectures/talks to relevant audiences during their visit beyond their immediate specialist collaborators. It is the responsibility of the UoB Academic Host to arrange these talks, including booking the venue, and to ensure that the scheme is appropriately accredited in the event title. We are also

keen for our postgraduate community to benefit and learn from the Visitor's expertise, for example through seminars or 'master classes'. We do have facilities to support virtual seminars, where appropriate, to help expand international reach.

- All UoB academics engaging in reciprocal visits are also expected to give lectures/talks to relevant audiences beyond their immediate specialist collaborators during their visit to the Partner's institution.
- Details of all events and activities taking part during either Return or Reciprocal Visits must be provided to the International Research Partnerships team for our records and to enable us to assist with event promotion and publicity.
- Visitors and/or their UoB hosts are expected to produce a post for the University of Bristol International Research Partnerships blog either during or after the visit. This can be on any topic related to the visit, from reporting academic developments achieved through the partnership visit to more informal reflections on the benefits of international partnerships.
- All awards are made on the basis of single continuous visits, with no provision for partners or children, or additional travel whilst based in Bristol.
- Award holders can claim back up to £200/week for travel and subsistence costs incurred during their award. UoB academics engaging in a Reciprocal Visit can also apply for up to £100/night towards accommodation costs.
- All insurance and visa requirements are the responsibility of the Visitor and/or UoB Host School, and the latter will also normally be expected to provide space for the Visitor to work. Please refer to the [UK government website](#) for more details on visa requirements.
- It is the responsibility of the UoB Academic Host to ensure that the proposed visit is compliant with [all UoB policies](#). This includes, but is not limited to, ensuring that they have undertaken due diligence with regard to [Intellectual Property Rights](#), [Research Integrity](#), and the [UoB Freedom of Speech Code of Practice](#), in consultation with their School and/or Department as appropriate.

### Post-Award Requirements

Please be aware that it is a condition of funding that all award holders complete a Bristol Benjamin Meaker Follow-on Fund **End of Award Report** Form at the end of the visit. Please also note that it is the UoB Academic Host's responsibility to enter **all relevant visit outcomes into PURE**, suitably acknowledging the Bristol Benjamin Meaker Follow-on Fund.

All Visiting Researchers will become members of the **Alumni community**, with continued opportunities for engagement. We would expect that all Alumni would continue to **be an advocate for the UoB** after their visit, both at their home institutions but also within the broader community.

### Contact information

For all queries please contact the International Research Partnerships team via [irp-admin@bristol.ac.uk](mailto:irp-admin@bristol.ac.uk).