



**Bristol Benjamin Meaker  
Distinguished Visiting Professorships  
Call specification, May 2024 deadline**

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## **Call details**

### **Purpose**

Our hallmark scheme, Bristol Benjamin Meaker Distinguished Visiting Professorships (BBMDVP), enables world-leading international academics to spend up to three months at the University working with their University of Bristol (UoB) Academic Host and our wider academic community to pursue world-leading, curiosity-driven research. The scheme is open to applications from any School or Faculty within the University and any academic pathway; the purpose of these awards is to bring distinguished international researchers to Bristol in order to enhance the research activity of the University in any field.

A visit to the UoB will encourage long-lasting international collaborations, with co-authored research publications and joint research funding bids being key indicators of success. In addition to working with their UoB Academic Host and host department colleagues, BBMDVPs will have opportunities to work with research-active UoB members at all levels, from postgraduate to emeriti, and they will have the chance to schedule a suite of internal and public-facing activities, from consultations and masterclasses to workshops, public lectures and performances. The Bristol Benjamin Meaker Distinguished Visiting Professorship scheme therefore offers fantastic mutual benefits for both the Visitor and the Host, and over time the cumulative effect of these international research collaborations will produce a truly global community of scholars.

### **Eligibility**

#### **University of Bristol Academic Hosts**

All BBMDVPs are required to have a UoB Academic Host, and in turn the Host must secure written approval from their Head of School prior to submitting their application.

UoB Academic Hosts can be based in any School, Department or Faculty, and can be on any academic Pathway (i.e. Pathway 1, 2 or 3). UoB Hosts must be officially registered as an academic staff member at the University of Bristol for the full duration of the proposed visit and would be expected to be in Bristol for the majority of the visitation period in order to effectively engage and collaborate with their Visiting Professor.

We would expect UoB Academic Hosts to be well established in their fields and would usually be at Professorial level, although this is not a requirement.

#### **Distinguished Visiting Professors**

BBMDVPs can be from any recognised research organisation outside of the United Kingdom. As with UoB Academic Hosts they can be from any disciplinary field, and on any academic development pathway.

BBMDVPs should be recognised leaders in their research fields and would normally be at Professorial level. We recognise, however, that certain groups can be underrepresented at Professorial level and can experience disproportionate challenges with acquiring this status. We therefore also welcome applications from world-leading researchers who may not be Professors but who can demonstrate equivalent academic excellence and who are making a lasting contribution to their field.



Applications will be reviewed by a panel of academics against the assessment criteria below, and applicants will therefore be required to provide sufficient evidence of the Visitor's academic calibre and their potential for delivering research excellence in collaboration with their UoB Academic Host(s). This evidence could include, for example:

- A strong track record of high-profile peer-reviewed publications in leading journals.
- Experience leading major research consortia and/or programmes, ideally with international partners and collaborators.
- Evidence of being a sought-after keynote speaker for high-profile events.
- Evidence of economic, societal and/or cultural impact, including both instrumental (such as influencing the development of policy, practice and/or service provision) and/or conceptual (such as reframing policy debates and/or increasing awareness of an issue in civil society)
- Significant awards or achievements, such as being elected as a fellow of a prestigious national academy (equivalent to the UK's Academy of Social Sciences, Academy of Medical Sciences, British Academy, Royal Academy of Engineering, Royal Society or National Academy of Sciences, for example), being awarded a medal or a title for contributions to the field, and/or winning other high-profile prizes.

We recognise that evidence of research and/or educational excellence can look different in different scholarly and disciplinary fields, and the Academic Review Panel will be instructed to factor this into their assessments. The Panel will consist of representatives from all Faculties, as well as all three Pathways.

## Practicalities

### Deadline and intention to submit

This scheme usually has two deadlines per year. The next deadline is **5pm on Thursday 9 May 2024**. Incomplete applications or applications received after the deadline will not be accepted.

The UoB Academic Host is required to notify the IRD team of their intention to submit an application at least one month before the call deadline (i.e. before 9 April) by completing [this short online form](#). You will be required to provide the names and affiliations of the host and visitor.

We require this information to assist us with our planning for the panel review process, budget forecasting, and provisional allocation of visitor accommodation. If you provide an intention to submit and then decide not to proceed with your application please therefore let the IRD team know as soon as possible.

If you are unable to provide an intention to submit within the required timeframe – for example, if you only decide to submit an application shortly before the deadline – please contact the IRD team before commencing work on your application and await confirmation before proceeding.

We also strongly advise all applicants to notify their Head of School (HoS) as early as possible of their intention to submit an application, as all applications forms require HoS



sign-off before they can be submitted. Applicants will also be required to produce a Worktribe costing and provide the reference number as part of their application.

### Visit length and timing

The length of the visit can be between **one and three months** for BBMDVP applications. Applications to the May 2024 deadline are for visits taking place between **1 September 2024 and 31 December 2025 inclusive**. All visits must take place wholly within a single University of Bristol academic year. Proposed visits applied for under this call must therefore either take place between 1 September 2024 and 31 July 2025 inclusive or between 1 August 2025 and 31 December 2025 inclusive.

You must provide planned dates for your proposed visit in the application form. If your award is successful it will be on the basis of the dates provided in the application form. If you would like to change the dates of your visit you will need to contact the IRD team to request permission to make this change. We will try to be flexible where we can; however, please be aware that due to budget constraints and accommodation capacity we may not be able to authorise all requests, particularly where the proposed change in dates moves the visit into a different academic year.

### Accommodation

Accommodation in Bristol will be provided to all successful applicants, and where possible this will be in one of our suites in [Principal's House](#) on the main University precinct. During peak periods we may need to arrange alternative accommodation for you in central Bristol.

Awards are normally made based on the provision of accommodation to the award holder themselves only in Principal's House, which is our dedicated on-campus accommodation facility. This accommodation is not suitable for families. We recognise, however, that in some cases the Visitor has caring responsibilities which mean it is impossible for them to visit Bristol without being accompanied by their families. We therefore have a budget set aside to cover the costs of external accommodation for families in exceptional circumstances where the lack thereof would be a significant barrier to participation. This could be, for example, where the applicant has very young children, where a member of the family has particular caring requirements, and/or the applicant is a sole carer. To request this, you must also submit the 'Exceptional Accommodation Request Form' as an attachment to your application, providing justification for why this is necessary. The form is available to download [on the call website](#).

There is a limited amount of funding available to exceptionally pay for external accommodation suitable for families, so please carefully consider whether you need to apply for this additional provision and please be aware that we may not be able to approve all requests. There is no provision available for travel or subsistence costs for families. Please be aware that if your application is successful you will be responsible for finding and booking accommodation in Bristol which is suitable for your family's needs, although the IRD team can provide you with some suggestions. It will also be your responsibility for making any other arrangements such as travel for your family members and/or School provision.

### Travel and subsistence

Applicants can apply for funding to cover the Visitor's own **economy return travel** from their home country to Bristol. Applicants are expected to consider the value for money and sustainability aspects of their travel, and are encouraged to avoid air travel where there is a



viable, lower emission alternative. For travel between London airports and Bristol, we would normally expect applicants to use the National Express coaches as these are significantly more economical than train travel.

All Visitors are required to have an **appropriate travel insurance** policy in place as soon as their visit dates are confirmed. Applicants can apply for funding to cover any mandatory COVID-19 testing requirements for their travel, where applicable, as well as appropriate visa costs where required for the purpose of this research visit specifically. Applicants can also apply for **up to £210 per week** (£30 per day) towards subsistence costs, incidentals, and other living expenses incurred whilst resident in Bristol. We have recently increased this daily contribution in recognition of rising costs of living in the UK.

## **How to apply**

### **Application process**

1. Identify an opportunity for research collaboration between a UoB Academic Host and a suitable distinguished international academic.
2. Familiarise yourself with this document before commencing your application, paying particular attention to the criteria and conditions of award.
3. Download the BBMDVP Application Form (May 2024 deadline), available on the [BBMDVP webpage](#).
4. The UoB Host should notify the IRD team of their intention to submit by completing [this short online form](#). They should also notify their Head of School of their intention to submit in advance.
5. The UoB Host will need to create a [Worktribe project](#), to include a costing and add the Worktribe reference on the application form.
6. Complete the application form and submit to the UoB Academic Host's Head of School for approval in good time before the deadline.
7. Submit a copy of the completed application form via email to [ird-office@bristol.ac.uk](mailto:ird-office@bristol.ac.uk), along with a CV each (maximum 2 sides A4) for the UoB Academic Host and BBMDVP. Please ensure that you submit your application before the relevant deadline.
8. Your application will then be assessed by the Bristol International Research Development Academic Review Panel.
9. Funding decisions, including any conditions of funding, will then be confirmed. We aim to communicate outcomes to all applicants within two months of the submission deadline; however, this can occasionally vary due to factors including reviewer availability and the volume of applications.
10. If your application is successful further information will be provided on the next steps. If your application is unsuccessful, you will be provided with some feedback from the reviewers.



## Guidance for applicants

Please strictly note and adhere to all of the below guidance, as well as the guidance provided at the top of the application form, available on the [BBMDVP webpage](#). The application form must not exceed the four sides of A4 with the specified fonts, including any comments from the Head of School. Applications which are not compliant will be considered ineligible.

### Section A

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

### Section B

The Academic Review Panel will be assessing your application primarily based on this section, so we strongly recommend you pay particular attention to this section and anticipate that it would comprise the main portion of the application. **Please ensure that the application is written in language that is accessible for non-specialists**, as it may be reviewed by panel members from a different disciplinary field.

The Case for Support should include information and evidence relating to:

- The track record of the proposed BBMDVP, including evidence of excellence in research and/or educational developments relative to their scholarly field.
- The importance of the proposed project and collaboration to development and advancement of the relevant academic field(s).
- The identified synergies between the UoB Academic Host and BBMDVP, and the potential for developing a meaningful and beneficial collaboration between both individuals and institutions.
- The likelihood of significant outcomes arising from the visit, including development of new approaches, concepts and/or methodologies, identifying new spaces for viable collaborative research, high-quality external funding bids, co-authored publications, and/or other potential long-term benefits for both the UoB and the Visitor's institution.
- The added value and interest of the visit to a range of UoB researchers, including postgraduates (c.f. the below table).
- The potential for the proposed visit and associated activities to attract further external engagement, such as engagement from policy and practice, the media, and/or other sectors.

In the second part of Section B you are required to complete a table outlining your plans for engagement during the visit, in line with the requirements for BBMDVPs to contribute to the wider research culture of the University by offering at least one open lecture/seminar. In addition, we expect all BBMDVPs to offer at least one Departmental lecture and at least one graduate student seminar during their visit. All applicants therefore need to complete this table. Some examples have been provided below. Please note you can add as many additional rows as required. Please do not exceed the word limits.



Lectures and seminars		
Title	Key audience	Synopsis
<i>Social and environmental dimensions of mountain poverty</i>	Open seminar	Professor Smith will introduce the physical characteristics of mountains that make reducing poverty in mountain communities difficult, as well as exploring the particular social and environmental challenges associated with living in mountain environments and how these can be interlinked with poverty in its multiple dimensions. This activity is intended to appeal to a multidisciplinary audience and will be open to all schools and faculties.
<i>What does 'impact' mean for poverty research</i>	Postgraduate lecture	Professor Smith will provide postgraduate students with an introduction to the concept of 'impact' in social sciences, leading into a more specific exploration of impact for poverty research. The lecture will explore the methods, approaches and challenges of impactful poverty research, and teach postgraduate students some key considerations to build into future poverty-related projects. There will also be an opportunity for Q&A.

### Section C

Applicants should complete this section with itemised costs in GBP. Please note that a Worktribe costing is required. In Worktribe please select 'University of Bristol (Internal Funding Calls)' as the Funder. This will generate a selection of IRD funding schemes. Please select the correct scheme, i.e. 'Bristol Benjamin Meaker Distinguished Visiting Professor'.

**A: Travel Costs:** The BBMDVP scheme includes economy return travel to and from Bristol and the Visitor's home location, in line with the [UoB Travel, Subsistence and Expenses policy](#). An itemised breakdown must be provided including details of different transport modes (e.g. land travel to/from airports as well as the flights). Only one return trip per Visitor can be funded through this scheme, and all transport should be in economy class or equivalent. When planning your journey please note that the University of Bristol is keen to encourage all staff and visitors to consider making more sustainable choices for their travel.

Please also include the costs of your travel insurance policy, which is a requirement for all Visitors. You can also include costs of mandatory COVID-19 testing where required for travel, if applicable, as well as appropriate visa costs where required for the purpose of this research visit specifically.

**B: Subsistence costs:** The BBMDVP scheme provides a contribution of up to £210 per week (£30 per day) of the official visit duration towards subsistence, incidentals, and living costs whilst resident in Bristol. Details should be provided (i.e. how many days/weeks are being claimed for).



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

Applicants should calculate the total cost of the visit (i.e. A+B), and then deduct the Faculty/School/Department Contribution (i.e. A+B, then subtract C) to give the total amount being applied for via the BBMDVP scheme. An example has been provided below:

Costs applied for			
Item	Breakdown	Value (GBP)	
A	Travel costs	Return economy flights New York-London (£600) Taxi to/from airport in New York (£60) Return National Express bus from Heathrow to Bristol (£50) Travel insurance (£60)	£770
B	Subsistence costs	Daily subsistence (£30/day for 48 days, total £1440)	£1440
	Total cost of visit (A+B)	£2210	
C	Faculty/School/Department Contribution	Advanced Computing Research Centre (in Engineering) have agreed to cover costs of the flight	£600
	<b>Total applied for via BBMDVP scheme (A+B-C)</b>	<b>£1610</b>	

Applicants should also provide details of any other applications being made for funding in connection with this visit in the final part of this section, 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. All applications require sign off from the relevant Head of School; applications cannot be signed off by Institute or Centre Directors. If you have any concerns or queries please contact [ird-office@bristol.ac.uk](mailto:ird-office@bristol.ac.uk) in good time before the call deadline to discuss.

The Head of School is also welcomed 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 BBMDVP 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, but it does count towards the application's total page limit.





## Assessment criteria

Applications to the BBMDVP programme will be reviewed by a panel of leading academics from the University of Bristol. For information on the current panel membership [please click here](#).

The panel will review applications against the following criteria:

- Is the proposed BBMDVP a world-leading academic with a proven track record of excellent, cutting-edge research and/or educational developments who is making a lasting contribution to their field?
- Does the proposed project demonstrate importance to the relevant academic field?
- Are the proposed project and the identified synergies between the UoB Academic Host and BBMDVP clearly defined, with strong potential for developing a meaningful and beneficial collaboration?
- Is there a strong likelihood of significant outcomes arising from the visit, including high-quality external funding bids, co-authored publications, ongoing collaborations, and other potential long-term benefits for UoB and the Visitor's institution?
- Will the proposed visit be of interest to a range of UoB researchers, including postgraduates?
- Will the proposed visit and associated activities attract further external engagement, such as engagement from policy and practice, the media, or other sectors?

Applications will be scored against a six-point scale:

Assessment	Score
An outstanding application which fully meets all criteria and is very likely to increase the UoB's international profile through excellent research, collaboration and high-profile co-authored publications.	6
An excellent application which meets the criteria and has strong potential to increase the UoB's international profile through excellent research, collaboration and high-profile co-authored publications.	5
A good application which generally addresses the criteria well and has demonstrable potential to increase the UoB's international profile through excellent research, collaboration and high-profile co-authored publications.	4
A reasonable application which addresses most of the criteria and has potential to increase the UoB's international research profile, but would need strengthening in order to be funded.	3
A poor application which has some merits, but which fails to adequately address the assessment criteria and should therefore not be funded.	2
A weak application which does not meet the criteria and should not be funded.	1



## Conditions of funding

### Pre-Award Requirements

All successful applications will be required to submit the following information to the International Research Development team **within four weeks of award outcome notification** or before their travel to Bristol is arranged, whichever is sooner:

- 300-word profile of the BBMDVP for our website and other communications; and
- 300-word summary of the collaborative project between the BBMDVP and their UoB Academic Host for our website and other communications.

Please [visit our website](#) or contact [ird-office@bristol.ac.uk](mailto:ird-office@bristol.ac.uk) for examples.

It is the UoB Academic Host's responsibility to ensure that this information is delivered on time. The International Research Development 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 Academic Host's Department/School will need to arrange for [honorary visiting staff status](#) prior to the Visitor's arrival, this will enable a UCard and a UoB email to be generated. **You must ensure this process is initiated as a minimum four weeks prior to the Visitor's arrival in Bristol** to avoid any complications or access issues upon arrival.

A Worktribe project must be created at application stage by the UoB Academic Host. **Completing the Worktribe costing is a condition of award**, and the UoB Academic Host must provide the IRD team with the Worktribe reference number on the application form. The final Worktribe costing should be reflective of the award made, which may vary from the amount requested in the original application. It is the UoB Academic Host's responsibility to ensure the Worktribe project has been finalised, including any costing changes, within four weeks of the award notification, and to send the IRD team confirmation of this.

### 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.

- Award holders will be given the title of Bristol Benjamin Meaker Distinguished Visiting Professor (BBMDVP) for the duration of their stay. Visitors should be referred to as such in all publicity related to the visit, including event promotion.
- All 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 all these talks, including booking the venue, and to ensure that the scheme is appropriately accredited in the event title, e.g. "*Bristol Benjamin Meaker Distinguished Visiting Professorships Public Lecture*". 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 a room with facilities to support virtual seminars which can be booked to help expand international reach.



- Details of all events and activities taking part during the visit must be emailed to the International Research Development team ([ird-office@bristol.ac.uk](mailto:ird-office@bristol.ac.uk)) for our records and to enable us to assist with promotion.
- BBMDVPs and/or their UoB hosts are required to produce a post for the University of Bristol International Research Development blog either during or after the visit.
- BBMDVP applications will not be considered solely for the purposes of conference attendance; however, conference attendance and delivery can legitimately form part of a rather larger programme of activities with UoB staff and students.
- All awards are made on the basis of a single continuous visit for the Visitor him/her/themselves, with no provision for families or additional travel whilst based in Bristol.
  - Applicants can submit an 'Exceptional Accommodation Request Form' if family accommodation is absolutely essential for their participation in this scheme; however, funds for this are limited and we therefore cannot guarantee all requests will be approved. See [above](#) for more information.
- The UoB Academic Host's School/Faculty is expected to provide suitable space for the Visitor to work during their time in Bristol.
- All visa and related requirements are the responsibility of the Visitor and/or UoB Host School. Please refer to the [UK government website](#) for more details on visa requirements.
  - Please note that visitors from certain countries may also need to apply to the Academic Technology Approval System (ATAS) when planning to undertake research in the UK. Please visit the [UK government website](#) for details and allow sufficient time for any application and approvals process where applicable.
- It is the Visitor's responsibility to ensure that appropriate travel insurance is in place as soon as possible once the dates of travel are confirmed.
- It is the responsibility of the Visitor and UoB Academic Host to ensure that the proposed visit is compliant with all COVID-19 policies, regulations and restrictions, including those of the Visitor's home country and UK national guidance as well as local rules. Please refer to the [UK government COVID-19 website](#) for more details on the current status in the UK.
- 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](#), [External Speaker Policy](#) and [UoB Freedom of Speech Policy](#), 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 Distinguished Visiting Professorship **End of Award Report** Form at the end of the visit. This form must be forwarded to the UoB Academic Host's Head of School for comment before submitting electronically to [ird-office@bristol.ac.uk](mailto:ird-office@bristol.ac.uk) **within four weeks of the award end date**. Recognising that impact and outcomes can take some time to be realised, award holders will also be contacted annually in January for up to three years following the award in order to complete a short survey to report on their award outcomes. We also encourage former Visitors to get in touch with us to let us know about any outcomes or impacts which have arisen as a result of their visit at any time.



All BBMDVPs and/or their UoB Hosts are required to produce a post for the University of Bristol [International Research Development blog](#) either during or after the visit. This can be on any topic related to the visit, from reporting academic developments achieved through the collaborative visit to more informal reflections on the benefits of international collaboration.

Please note that it is the UoB Academic Host's responsibility to enter all relevant visit outcomes into [PURE](#), suitably acknowledging the Bristol Benjamin Meaker Distinguished Visiting Professorship scheme.

All BBMDVPs will be invited to become members of the **Alumni community**, with continued opportunities for engagement. The scheme is designed to represent the first or early stage in a developing collaboration between both individuals and institutions. We would expect that all BBMDVP Alumni would continue to **be an advocate for the UoB** after their visit, both at their home institutions but also within the broader community.

Award holders may also be eligible to apply for **Benjamin Meaker Follow-on Funding** to further develop their collaboration and build upon the outcomes and progress of the initial visit, subject to funds being available. Please visit our [website](#) for more information.

## **Contact information**

For all queries, please contact the International Research Development team via [ird-office@bristol.ac.uk](mailto:ird-office@bristol.ac.uk).