



The Royal Society
of Edinburgh

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Application Form Guidelines

International Bilateral Visits Programme For researchers visiting abroad FROM Scotland

These guidelines indicate what should be covered in response to each question.

SECTION A: PERSONAL DETAILS

Question	Guidelines
1. Personal details	Please supply your name and preferred correspondence details. Also give details of your current institution (including department where appropriate) in which you are currently working / studying. If there are any changes to these details after you have submitted your application, please contact the awards officer with your up to date details.
2. Proposed host institution	Please supply the name and preferred correspondence details of the overseas host institution including department where appropriate.
3. Check you are eligible and permitted	<p>Please ensure that you fulfil all the criteria before applying:</p> <p>Eligibility Applicants (the researcher who is travelling) MUST:</p> <ul style="list-style-type: none">• Have at least postdoctoral status or equivalent at the time of travel• Be employed by a Scottish Higher Education Institute (HEI) both at the time of application and the time of the planned visit• Only hold one RSE International Bilateral Visits award at one time <p>Permission and signatures required in section E of this form:</p> <ul style="list-style-type: none">• Permission must be granted from the proposed host institution that the visit and timing of the visit are acceptable – ask the host institution overseas to write an invitation letter• Permission must be granted from the applicant's current institution for leave for the period of the visit – ask your current Head of Department to sign section E <p>Note: Funding for return or repeat visits is not guaranteed. Please check the bilateral visits programme on the website for the overseas sister academy for any specific eligibility criteria.</p>
4. Planned visit dates	<p>If a grant were awarded, what are your planned visit dates? Please note the following criteria:</p> <ul style="list-style-type: none">• Grants are for short-term visits of one to four weeks duration, except visits involving the:<ul style="list-style-type: none">○ Italian National Academy: 1-2 weeks○ Polish Academy of Sciences: 1-2 weeks○ Hungarian Academy of Sciences: 1-3 months

	<ul style="list-style-type: none"> • Candidates must be notified that their application has been successful before starting their travel activities • Applications should be submitted before the visit date at least: <ul style="list-style-type: none"> ○ 3 months before the visit for all other countries ○ 6 months before the visit for Taiwan (due to MOST review system) ○ 6 months before visit for India (due to Government Clearance checks)
5. How much are you applying for?	Please complete the detailed costings in section C of this form, before providing the total amount you are applying for here, split between the RSE and the sister academy. Note that the maximum value of this grant is provided on the front sheet of this application.

SECTION B: THE APPLICANT

Question	Guidelines
6. Career history	<p>Please summarise your career history including:</p> <ul style="list-style-type: none"> • Degrees and qualifications detailing class of degree(s) / grade, institution and year, including current degree if relevant • Academic awards and prizes • Field of specialisation • Positions held including dates, job descriptions and institutions • Responsibilities <p><i>(250 words maximum)</i></p>
7. Publications	<p>Please give details of a maximum of five recent, relevant publications in refereed journals. Provide the:</p> <ul style="list-style-type: none"> • Title • Reference <p>Do <i>not</i> attach additional CVs or publication lists <i>(5 maximum)</i></p>
8. Relevant languages	<p>Please indicate any relevant language ability stating level of proficiency:</p> <ul style="list-style-type: none"> • Fluent, adequate for conversation, basic

SECTION C: THE VISIT

Question	Guidelines
9. Description and objectives of proposed visit	<p>This must not be confidential as it may be used in publicity material. It must use non-technical language and be clear and brief. You should include:</p> <ul style="list-style-type: none"> • Research planned • If you are going to use a special facility or learn new techniques, or both • If you are giving lectures or seminars (give titles and audiences) <p><i>(250 words maximum)</i></p>
10. Expected outcomes /impact	<p>Outcomes – are the differences this visit will make, the activities that will happen that would not otherwise have been possible. What benefits can this visit bring:</p> <ul style="list-style-type: none"> • your research / academic field • your current department/university/organisation? • to the proposed host institute?

	<p>Impact – includes the potential contribution to your research, future collaborations and follow-on activities.</p> <ul style="list-style-type: none"> • What impact will this have on your research? • What wider impacts might this project have? <p><i>(250 words maximum)</i></p>
11. Justification of the proposed visit length	Please provide a clear justification as to why such timescale is needed.
12. Visit plan	Provide a breakdown of your visit. State the place, person/organisation and dates of each part of your time abroad.
13. Proposed costs	<p>Please detail the proposed costs you are requesting to be covered by the grant, to the maximum value given on the front of this form. Please keep costs as low as possible. Excessive requests will be scaled down.</p> <p>These will be covered by the RSE:</p> <ul style="list-style-type: none"> • your own international travel (economy or equivalent booked well in advance e.g. APEX) • travel within the UK to the point of departure • visa <p>The following will be covered by the overseas sister academy based on the Memorandum of Understanding (MOU) which the RSE has with the country. This is usually in the form of a per diem, and an indicative value in Sterling should be provided:</p> <ul style="list-style-type: none"> • local travel abroad • accommodation (keep as low as possible by using University halls of residence or local guesthouses) • subsistence <p>The following are not covered:</p> <ul style="list-style-type: none"> • travel insurance to cover such eventualities as personal injury, loss of possessions or visit cancellation, although it is strongly recommended that you take out such insurance • medical expenses • computer hardware • bench fees • laboratory costs • conference fees • departmental costs • excess baggage costs • expenses relating to accompanying dependents • contributions towards salaries <p>If you are unsure about if a particular expense can be covered, please contact the Awards Officer detailed on the front of the application form.</p>
14. Ethical considerations	<p>The Royal Society of Edinburgh adopts the statement on Ethics Policy published by the British Academy. The following considerations apply to all proposals:</p> <ul style="list-style-type: none"> • accurate reporting of findings and a commitment to enabling others to replicate results where possible; • fair dealing in respect of other researchers and their intellectual property; • proper employment conditions for research staff having respect for the provisions of the ‘Concordat for Contract Research Staff’;

	<ul style="list-style-type: none"> • honesty to research staff and students about the purpose, methods and intended and possible use of the research and any risks involved; • confidentiality of information supplied by research subjects and anonymity of respondents (unless otherwise agreed with research subjects and respondents); and • independence and impartiality of researchers to the subject of the research. <p>Wherever necessary, appropriate consent should be obtained from or on behalf of participants or others affected by the research. Applicants should indicate whether their proposed research raises any special ethical issues, and whether their application has been approved by the institution's Research Ethics Committee or other relevant authority. Independent researchers without access to formal ethical scrutiny and approval should briefly describe any special ethical issues, and explain how they will be addressed'.</p>
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SECTION D: OTHER SUPPORT OR FUNDING

Question	Guidelines
15. Are you actively seeking funding from other sources?	<p>Please provide details of all other sources of funding you are actively seeking.</p> <p>There is no barrier to other sources of income or support e.g. sponsorship by the Scholar's employer. Candidates who hold other awards, are not excluded from applying, apart from those already holding a bilateral visit grant.</p>

SECTION E: FINAL SIGNATURES & THIRD PARTY STATEMENTS

16. Employer approval	Applicants in employment should seek assurance that their employer will grant the necessary study leave if a grant is awarded. For applicants not in employment, please write N/A
17. Applicant statement	<ul style="list-style-type: none"> • This statement must be signed by the applicant • Please read the Terms and Conditions before signing this
18. Host Institution approval	<p>All applications must be '<i>approved</i>' by the host organisation which the applicant will visit to confirm that they will provide everything necessary for the applicant to successfully fulfil the objectives of the visit.</p> <p>Candidates are expected to negotiate directly with the proposed host institution to ensure that the visit would be acceptable.</p> <p>Please ask the host institution overseas to write an invitation letter, indicating consent to the visit and the period, which should be emailed together with your application form to the RSE.</p>
Data Protection Consent	Please read the Data Protection Consent and Statement provided carefully and tick the box if you agree to it. If not, please let the award owner at the RSE know.

Finally, check you have completed everything on the checklist on the front page of the application form.

Thank you.