



*The Royal Society
of Edinburgh*

KNOWLEDGE MADE USEFUL

Terms & Conditions

International Bilateral Visits Programme

The following terms and conditions should be read carefully alongside the guidelines before completing the application form. Together with the guidelines, they form the complete terms and conditions and are an integral part of the application form.

INTRODUCTION

The International Bilateral Visits Programme facilitates the collaboration between researchers from Scotland and those based in institutions with which the RSE has a formal Memorandum of Understanding. Programme is for short-term visits of one to four weeks* duration, the key objectives being to enhance the research capabilities of individual researchers, develop international collaborative links, and enable participation in international research programmes. This programme is **open to all academics, researchers and RSE Fellows**.

* except visits involving the:

- Italian National Academy: 1-2 weeks
- Polish Academy of Sciences: 1-2 weeks
- Hungarian Academy of Sciences: 1-3 months

The outgoing programme is for visits from Scotland, for which the RSE covers the international travel, and the partner academy covers accommodation and subsistence.

The incoming programme is for visits to Scotland, for which the RSE covers the accommodations and subsistence, and the partner academy cover the international travel.

Applications should be submitted before the visit date at least:

- o 3 months before the visit for all other countries
- o 6 months before the visit for Taiwan
- o 6 months before visit for India

SELECTION PROCESS

1. Applications will be assessed by the RSE's Grants Committee and the partner academy's Selection Committee.

SELECTION CRITERIA

2. Applications are judged by open competition on scientific merit. The decision of the selection committees is final.

FUNDING

3. Although the programme is open to individuals who are pursuing their postdoctoral research and/or are already in employment, in these cases, the funding should not be used to cover the applicant's stipend.
4. Candidates must be notified that their application has been successful before starting their travel activities.
5. Funding for return or repeat visits is not guaranteed.
6. **Payment:**
 - a) It is your responsibility to fully discuss finance arrangements with your overseas host(s) to ensure both sides are aware of their entitlements and responsibilities, as these may differ significantly from practices in your institute.
 - a) Grant money awarded by the RSE can only be paid to the Scottish institution, not to an individual applicant. Grant money awarded by the partner academy will be paid to the institution or, in some cases, individual applicant.
 - b) Please note that we require at least 10 working days to issue the funds.
7. **Financial Reporting**
 - a) At the end of the period of travel, a final statement of expenditure should be submitted by your institution / host institution (if incoming visit). The statement must be signed off by a senior member of the award finance team.
 - b) Any unspent balances over £30 must be returned to the RSE by bank transfer as soon as possible after presentation of the report.
 - c) Contact the Research Awards Officer as detailed in the front of the application for details of the RSE's bank account.
8. **Changes to the project:**
 - a) The Society must be consulted on, and informed of any changes to the proposed project following approval of the application (e.g. travel dates, visit length, institution(s) to be visited or participants). Failure to consult the Society about proposed changes could result in funding being withdrawn.
 - b) If the visit has to be cancelled for any reason, you will be expected to reimburse any monies already issued to you by the RSE or the partner academy.

REPORTING REQUIREMENTS FROM SUCCESSFUL APPLICANTS

9. Scholars are required to produce a brief report within one month of the visit. More details of the requirements for the report will be issued on appointment. If any lectures are given during the visit, or subsequently articles, research papers or books connected with the visit are published, the support of the RSE International Bilateral Visits Programme should be acknowledged. The RSE should be informed of any publications, joint projects, funding etc. resulting from this visit. The RSE is pleased to receive copies of publications. Following the visit, the RSE may contact you to act as a case study for use in RSE publications and promotional materials.
10. The report will be checked for accuracy by officers, and then submitted to the Convener of the panel who, will review it with the committee and will comment on the conduct, delivery and impact of the research.
11. Should the report not be submitted by the due date, or if it be deemed incomplete or unsatisfactory, the recipient of the award will be invited either to submit it within two weeks or to revise the report in line with the assessors' comments.

12. If the report is still not forthcoming, or if the Convener continues to be dissatisfied with the report, the peer review panel will consider what sanctions are appropriate. Sanctions may include:
- Request for refund of award
 - Letter to head of institution in which the recipient of the award is based
 - Penalty listing of the recipient of award
 - Penalty listing of institution at which the recipient is based

TRAVEL

13. All travel and accommodation arrangements are the responsibility of the Scholar. Please ensure that passports and adequate travel insurance are valid for the visit(s).
14. Be cognisant of any visa requirements and travel restrictions for the visits; if you have not already done so please refer to the Foreign & Commonwealth Office (FCO) Travel Advice website: www.fco.gov.uk.

MISCONDUCT

15. In accepting this award, the host institution is expected to have in place policies covering research misconduct together with procedures that would be applied were the awardee(s) to fail to abide by them. This award may be withdrawn should the awardee be found guilty of misconduct or unacceptable behaviour (both personal and work-related).
16. The RSE adopts the UK Research Integrity Office (www.ukrio.org) Code of Practice and definitions of good conduct and misconduct are available on our website:- <https://www.rse.org.uk/codes-of-conduct/>

ADDITIONAL TERMS AND CONDITIONS

17. Applications for return visits will only be considered once a satisfactory report has been provided for the initial visit. Approval of return or subsequent visits is not guaranteed.

ACCEPTANCE OF REGULATIONS

18. By signing this application form and accepting the grant offer letter both the Employing / Host (if incoming visit) Institution and the applicant for the award agree to be bound by the Guidelines and Terms and Conditions upon acceptance of the award by the Employing / Host (if incoming visit) Institution. Each of the Funder and the Royal Society of Edinburgh shall be entitled to enforce these Regulations.