



*The Royal Society
of Edinburgh*

KNOWLEDGE MADE USEFUL

INTERNATIONAL EXCHANGE PROGRAMME BILATERAL OUTGOING

Conditions of Award and General Advice

Please be aware of the following advice and conditions in regard to this programme.

Travel:

- Please ensure you are aware of any visa requirements and travel restrictions for the visit; if you have not already done so please refer to the FCO Travel Advice website: www.fco.gov.uk.
- Please ensure that the traveller's passport and adequate travel insurance are valid for the visit.

Finance:

- The award must only be spent on international travel and necessary travel within the UK, as detailed in the grant application and award letter. The award cannot be used for research expenses, or for any other expenses, unless prior permission has been granted by the RSE. If you are unsure about what can and cannot be covered by the grant, please contact Rita Velaviciute, Events Officer (International) (0131 240 2782) or e-mail: international@theRSE.org.uk.
- For these visits, the RSE pays the cost of economy or equivalent fares for travel to and from Scotland
- You should abide by your own institute's finance policies in administering these funds.
- It is your responsibility to fully discuss finance arrangements with your overseas host to ensure you are aware of your entitlements and responsibilities, as these may differ significantly from practices in your own institute.
- The award can only be paid to the Scottish institution, not to an individual applicant.
- If this trip has to be cancelled for any reason, you or your institute will be expected to reimburse any monies already issued to you by the RSE.
- Any unspent funds must be returned to the RSE as soon as possible after submission of the visit report.
- Any unspent funds must be returned to the RSE as soon as possible after submission of the visit report. Payments should be made to the RSE by bank transfer to the following account quoting the reference detailed on your reply slip:

Account Name	RSE Treasurer No 2
Branch Name	St Andrews Square, Edinburgh
Account number	0077 9774
Sort Code	80-31-20

Reporting:

- 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 Exchange 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.
- Please send a brief report within one month of the visit, using the RSE Report Form which is available on the RSE website. Future applications to the RSE will not be considered until this report is received.

- Following the visit, the RSE may contact you to act as a case study for use in RSE publications and promotional materials.

General Conditions:

- You should inform the RSE of any changes which are made to the proposed visit following approval of the application (e.g. travel dates, visit length, institution(s) to be visited)
- Awardees can only hold one RSE International Exchange Programme award at any one time.
- Awardees must be employed by a Scottish HEI at both the time of application and the time of the visit.
- 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.
- If you have not already done so, you may find it useful to read the European Charter for Researchers and The Code of Conduct for the Recruitment of Researchers (http://ec.europa.eu/euraxess/pdf/brochure_rights/am509774CEE_EN_E4.pdf)