

CALEDONIAN RESEARCH FOUNDATION/RSE EUROPEAN VISITING RESEARCH FELLOWSHIPS

Regulations

The following instructions should be read carefully before completing the application form.

- A. The application form must be completed in typescript.
- B. The completed form must be returned to the Research Awards Co-ordinator by 5.00 pm on the closing date, **Friday, 2 November, 2007**.
- C. One signed, hard copy of the completed form should be enclosed together with a Curriculum Vitae (which should be no more than 2 pages in length). Please note that an electronic version must be e-mailed to the Research Awards Co-ordinator by 5pm on the closing date
- D. Referees' report forms should also be completed in typescript and returned to the Research Awards Co-ordinator by 5.00 pm on the closing date. Electronic versions will be accepted by e-mail but a signed, hard copy of each report must also be submitted
- E. Application forms and referees' reports will only be acknowledged if requested.
- F. The Committee has final discretion in the selection of applicants to be awarded Fellowships but the following regulations form the basis for decisions made.

1. The Caledonian Research Foundation and the Royal Society of Edinburgh are pleased to offer European Visiting Research Fellowships in the Arts and Humanities and Social Sciences subjects, to commence in January next year. Topics from within all of these areas are welcome, but applicants should note that these Fellowships are not intended for more science-orientated research. In case of doubt, applicants should contact the Research Awards Co-ordinator on 0131 240 5023 or at resfells@royalsoced.org.uk.
2. There are two separate Visiting Research Fellowship schemes available and each has its own application form.
 - (i) The first scheme enables eligible staff in Scottish Higher Education Institutions (HEIs) to visit other European countries overseas for periods of between 2-6 months.
 - (ii) The second scheme enables nominated scholars from other European countries outside the United Kingdom to carry out research or study in Scotland for similar periods.
3. Applicants for the scheme for academic staff from Scotland to visit other European centres of learning and research should normally be continuing members of academic, or academic-related, staff at a Scottish HEI.
4. Scholars from Europe wishing to study in Scotland must be nominated by members of academic staff from HEIs in Scotland. The Nominator must submit the completed form and will be responsible for the organisation of the visit and the disbursement of any grants provided under this scheme. Applicants from Europe should normally be employed in a recognised centre of higher education or research. In addition it is the responsibility of the Nominator to ensure that the Fellow submits his/her report of the visit within 2 months of the end of the Fellowship (see Reg. 18).
5. It should be noted that applicants from overseas who are temporarily resident in Scotland or elsewhere in the United Kingdom **OR** applicants from Scotland who are temporarily resident in another European country at the time of applying will not be considered eligible.
6. The Fellowships will not be awarded to persons who are currently studying for a degree (e.g. PhD) either in the United Kingdom or overseas.
7. Please note that preference will normally be given to those applicants who have not already received a RSE/CRF Research Fellowship within the past 5 years.

8. Grants of up to £6000 are available for visits of up to six months, to cover the cost of travel, subsistence and relevant study costs. For shorter visits, the maximum grant available is reduced *pro rata*. The grant is to meet actual costs only and all applicants are expected to take advantage of discount or concessionary travel fares available, and to use appropriate inexpensive accommodation such as is normally available in, or through the place(s) of study/research. Grants awarded are intended to cover additional costs of travel and living away from home and, therefore, not as income. Visiting Research Fellows will be required to provide receipts etc., for the major costs incurred throughout the tenure of the Fellowship.
9. Visits may be between two and six months and, in appropriate cases, one planned break of study may be permitted and in exceptional circumstances the ensuing travel costs may be funded. This should be indicated in the application. Successful applicants will be expected to travel to their proposed place(s) of study within 18 months of the date of the award. Applicants for later travel should apply in a subsequent year.
10. Applicants from Scotland are expected to ensure that the Institution(s) they intend to visit have available the facilities required for the study/research to be undertaken. This is not the responsibility of the Caledonian Research Foundation or the Royal Society of Edinburgh. Applicants must obtain the prior agreement of their employer that appropriate leave will be given, should the application be successful and the application form must be signed by an appropriate senior member of staff e.g. Head of Department.
11. Applicants from overseas European countries will be expected to arrange with their Nominator that the study or research facilities required in Scotland will be provided by the Institution(s) to be visited and that the applicant's employer will grant appropriate leave if the applicant is successful. The application form must be signed by an appropriate member of staff of the Institution being visited e.g. Head of Department. The Nominator is responsible for ensuring that confidential reports are submitted by the referees directly to the Research Awards Co-ordinator.
12. Details of the expected or intended collaboration and assistance from other academics in the Institution(s) to be visited during the course of the Fellowship should be given in section 5 of the application form. The extent of future collaboration at the conclusion of the Fellowship should also be shown.
13. **Applicants are responsible for ensuring that confidential referees reports are sent directly to the Research Awards Co-ordinator at the above address by the closing date of 2 November 2007. Applicants are asked to copy these regulations to their referees.**
14. Where applicants give lectures during their visit, or subsequently publish articles, research papers or books connected with the visit, **the support of both the Caledonian Research Foundation and the Royal Society of Edinburgh should be acknowledged.**
15. Completed application forms for Caledonian Research Foundation European Visiting Research Fellowships must be returned to the Research Awards Co-ordinator at the above address **NO LATER THAN 2 November 2007**. One hard, signed copy of the application must be submitted, in typescript, on the form available, and an electronic copy submitted via email to resfells@royalsoced.org.uk.
16. All applications will be assessed by an independent Selection Committee and all applicants will be informed of the outcome by the end of December following the November submission.
17. Successful applicants will be expected to accept or decline the offer of a Visiting Research Fellowship within 21 days of the offer.
18. Successful applicants will be required to submit a report (no more than four pages, with a one-page summary) within two months of the end of their research visit. More specific guidelines indicating the required format of the report will be issued once a Fellowship is awarded.