

# Visiting Fellowship Scheme

## Guidance Notes for Applicants

### Timeline:

This is a rolling call. Applications are accepted at any time. Selection panel meetings are planned as and when applications are received.

### About the Institute for Environmental Futures

The Institute for Environmental Futures is a transdisciplinary platform that is bringing together researchers from across the University of Leicester in all Colleges with non-academic stakeholders, businesses, policy-makers and practitioners.

Our goal is to carry out world-class transdisciplinary research to seek solutions to the climate and species extinction crisis.

The Institute Director, Professor Heiko Balzter, is co-lead of the UK Research and Innovation Land Use for Net Zero (LUNZ) Hub, together with Professor Lee-Ann Sutherland at The James-Hutton-Institute. The Hub (£6.25 million) coordinates between a community of experts and the LUNZ Research Projects (£18 million).

The institute has two Associate Directors: Dr. Laura Basell is Associate Professor in Archaeology, and Dr. Ceri Jones is Clinical Lecturer in the School of Psychology.

The Institute for Environmental Futures integrates a critical mass of environmental researchers from across a broad range of academic disciplines, spanning arts, social sciences, humanities, physical sciences and life sciences. The research strengths it draws on include environmental Earth Observation, environmental health, environmental data science, machine learning, biological sciences, palaeo-environmental research, social sciences, arts and humanities as well as health sciences.

The Institute's adventurous, discovery-led and transdisciplinary research programme is intended to have a substantial impact on environmental policies and practice for ensuring the future habitability of Planet Earth.

The culture of the institute places a strong emphasis on equality, diversity, gender mainstreaming and inclusion, supporting a vibrant research community with participation from researchers from a wide range of diverse backgrounds. We have a global perspective on environmental change, supporting national and regional development of adaptation and mitigation strategies whilst achieving international reach through our partnerships.

Therefore, we particularly encourage applications from underrepresented groups of researchers with protected characteristics under the [Equality Act](#).

### The Environmental Futures Visiting Fellowship Scheme

This scheme aims to attract innovative and creative researchers and professionals from non-academic organisations to the Institute for Environmental Futures.

Applicants must meet the following criteria:

- You have a strong interest in research that addresses one of the research challenges of the institute specified on our web site.
- You want to work closely with stakeholders and non-academic partners as well as researchers in a transdisciplinary context.

- You have an innovative and creative idea which research and stakeholder engagement you want to carry out at the University of Leicester during your visit.
- You wish to work together with one or more members of the Institute for Environmental Futures before, during and after your visit.
- You wish to spend between one week and three months at the University of Leicester.

We are seeking applicants who wish to contribute to the academic life in the Institute for Environmental Futures by offering one or more of the following activities during their visit:

- Host a training event to exchange knowledge across disciplines on an environmental topic
- Work with us to develop a grant application related to one of our research challenges (see our web site)
- Co-write an academic publication for submission to a high impact journal, or a monograph/book
- Contribute to public outreach and knowledge exchange
- Organise a workshop, performance, seminar, exhibition or hold a lecture
- Co-produce a podcast, visual material / images, videos or other multimedia material with us on a topic

Successful Visiting Fellows will be asked to provide biographical information and a photograph that can be used to promote the visit.

### Funding

Applications for a Visiting Fellowship are usually expected to stay with a budget of up to **£5,000**, plus international airfares for applicants outside Europe.

All requested funds must be fully justified and in accordance with the financial regulations of the University of Leicester. Applicants will be required to cover most of the costs upfront and will be reimbursed based on expenses claims and provision of receipts.

All expenditure must be claimed from the University of Leicester before the end of June in order to allow processing before the end of the financial year on 31 July.

It is the responsibility of the **visiting fellow** to provide receipts for all claimed expenses and submit truthful and timely expenses claims. The **academic host** is responsible for guiding the fellow through this process and checking the expenses forms before they are submitted.

**Eligible costs** are restricted to:

- Travel: Return travel between the Fellow's home or usual workplace and Leicester, with environmentally friendly mode of transport if available. Flights should be booked through the University of Leicester via Clarity.
- Accommodation (self-catering or Bed and Breakfast), to be booked through the University of Leicester for the period of the visit.
- Visa costs for non-UK applicants where feasible (on provision of payment receipt).
- Costs of food and local travel, based on itemised receipts for the fellow only, up to £35 per calendar day.

## Eligibility

The Applicant must provide a **Letter of Support** from an academic member of the Institute for Environmental Futures at the University of Leicester as the **Host**. You can email [ief@le.ac.uk](mailto:ief@le.ac.uk) if you need help finding the best academic supervisor for your chosen research topic.

The **Host** will be at the University for the duration of the Fellowship, and will:

- Liaise with the Fellow in the stages prior to submission of the application
- Help organise the Fellow's workshops and events
- Ensure adequate administrative support within the Host School to support delivery of the proposed programme
- Advise the fellow on financial regulations and check expenses claims before submission

As a **Visiting Fellow**, you will:

- Deliver the activities outlined in your application within the allocated time and budget, with the support of the Host
- Write a short blog post for our web site towards the end of your visit

The **Institute for Environmental Futures** will:

- Arrange the appropriate invitation to support visa applications for non-UK Fellows
- Provide a University ID card to access the allocated office space, provide a desk and access to a desktop computer
- Arrange access to University Library resources and a university email account
- Book accommodation and flights
- Work with the Fellow and Host to implement the activities and engagement plan
- Provide linkages across University of Leicester Schools and where relevant with University senior leadership
- Provide opportunities for the Fellow to work in a transdisciplinary environment together with other disciplines
- Support the promotion of the visit on social media and our web site

## Selection Criteria

- **Track record (40%):** Excellent research achievements or potential (for researchers) or excellent professional experience (for practitioners)
- **Innovation (20%):** Creativity and innovation of the research proposal
- **Relevance (20%):** Relevance of the proposed activities to the Institute's priorities and research challenges
- **Outputs (20%):** Strength of the planned outputs from the Visiting Fellowship, for example grant applications, publications, stakeholder engagements, methods workshops or innovation activities

## How to submit your application

Please provide:

1. Your **Fellowship Proposal** (maximum 4 pages of A4, Arial font, 11 pt size, 2 cm margins):
  - Outline the research activities that you will undertake and describe how they contribute to the Institute. Describe explicitly what the innovative and creative methods or elements of your proposed activities are. Suggested headings: Background, Research Questions OR Aims and Objectives, Material and Methods, Work Plan and specific outputs.
  - Include a sentence to confirm that your employer agrees for you to undertake this fellowship, should you be successful with your application.
  - Research Ethics Self-Assessment Form (Appended to these guidelines): Discuss it with your academic host.
2. Your **Justification of the requested budget**:
  - See section 'Funding' above for detailed guidance. For each requested expenditure item, provide a reasonable estimate of the likely cost based on prices at the time of writing the application. Maximum 1 page of A4.
3. Your **Curriculum Vitae (CV)**:
  - Provide your short CV with the most relevant information (maximum 2 pages of A4).
  - Include contact details of 2 referees that you give permission for us to contact to seek a reference
4. **Letter from the Academic Host**:
  - Describing the value of the visit to the Institute and the University of Leicester
  - Confirmation that the Host is able and willing to act as first point of contact of the visitor, and that they will advise the fellow on financial regulations and check expenses claims before submission
  - Stating the name of a member of the professional services team in their School who can provide some administrative support to the visitor
5. **Cover Letter** (optional):
  - You may include a cover letter (one page of A4, Arial font, 11 pt size, 2 cm margins) to provide any other information you feel will help us in assessing your application.

Please submit all application documents by email to [ief@le.ac.uk](mailto:ief@le.ac.uk) with the subject line "Visiting Fellowship Application". If you have any queries, you can email us at the same address.

**Research Ethics Self-Assessment Form**

Project Title:
Visiting Fellow:
Email:
Date:

**Research involving the National Health Service:**

Does the research involve (delete as applicable):

a. NHS patients or staff, their tissue/materials or data, or NHS facilities	Yes / No
b. Social care client?	Yes / No
c. A medical intervention or clinical trial outside of the UK?	Yes / No

If you have answered yes to (a) or (b) above, you require ethics approval from the NHS through the Health Research Authority (HRA) <https://www.hra.nhs.uk/>.

**Research regulated by the Human Tissue Act (2004)**

Does your research constitute a scheduled purpose under the Human Tissue Act?	Yes / No
---	----------

**Research involving data**

Does your project include 'personal' data (i.e. data which could identify living individuals)? See <a href="#">ICO definition of 'personal data'</a>	Yes / No
Are the data a) Anonymised, b) Pseudonymised or c) Identifiable? (there could be any/all within the research)	A / B / C
Is/will the University be a <a href="#">Data Controller</a> ?	Yes / No
Is/will the University be a <a href="#">Data Processor</a> ?	Yes / No
Has the need for a Data Protection Impact Assessment been considered, or has a DPIA been completed? (DPIA – legally required under certain circumstances within GDPR) <a href="https://www2.le.ac.uk/offices/ias/privacy-impact-assessments">https://www2.le.ac.uk/offices/ias/privacy-impact-assessments</a>	Yes / No
Is/will data be accessed and held a) at the University of Leicester, b) elsewhere, or c) both?	A / B / C
Do you have this data now? If 'no', when will the project start or data be generated/received?	Yes / No
(If yes) Where is the data stored? a) UK, b) EU/EEA, c) Outside EEA – if so which country?	A / B / C

**Research involving animals**

a. Does the research involve the use of animals within the UK, with this research being undertaken under the Animal (Scientific Procedures) Act 1986?	Yes / No
b. Does the research involve the use of animals which is not regulated by Animal (Scientific Procedures) Act 1986?	Yes / No
c. Does the project involve the use of animals outside the UK	Yes / No

**Other research undertaken at the University**

a. Will the research involve humans as participants with or without their knowledge or consent at any time?	Yes / No
b. Will the research expose participants to physical or psychological harm?	Yes / No
c. Will the research expose researchers to physical or psychological harm?	Yes / No
d. Will you have access to personal information that allows you to identify individuals or to corporate or company confidential information that is not covered by confidentiality terms within an agreement or be a separate confidentiality agreement?	Yes / No
e. Does the research present a significant risk to the environment or society?	Yes / No
f. Does the research present a significant risk to the reputation ( <i>e.g. substantial adverse press, negative impact on day to day business or loss of external trust</i> ) of the University of Leicester?	Yes / No
g. Are there any other ethical issues that may require ethical review?	Yes / No

If you have answered YES to any of the questions on this page, please consult with your academic host whether you need to apply for Ethics approval.

**Declaration**

In completing and submitting this Research Ethics Self-Assessment form, I declare that I:

- Have answered all the questions truthfully and to the best of my knowledge, and that I take full responsibility for these responses.
- Undertake to observe ethical principles throughout the programme of research and report any changes affecting the ethical issues arising from the project to my School or Institute Research Ethics Committee.
- Agree to abide by the UK Research Integrity Office's code of practice for research, the University's research ethics policy and any other policies, procedures or guidance related to research conduct or integrity issued by the University of Leicester.

<b>Visiting Fellow signature:</b>	
Name:	
Date:	

<b>Academic host signature:</b>	
Name:	
Date:	