

## The Asa Briggs Visiting Fellowships Programme Specification

### PURPOSE OF THE SCHEME

This prestigious University funded scheme is administered by [Sussex Research](#) to enable incoming visits for internationally outstanding, accomplished, academic collaborators to work on specific projects with our faculty. The scheme is designed to enable our researchers to engage in collaborative work with recognised leaders in their field regardless of their institutional base.

The scheme may assist with the initiation of new collaborations, or with the extension of existing collaborations as long as there is clear value added and no duplication of activities which could be funded through other means.

The scheme aims to:

- increase co-authored publications with internationally recognised scholars,
- increase and diversify our sources of funding through internationally collaborative grant applications,
- enhance Sussex's global research reputation, and
- expose our research students to a range of highly esteemed scholars from around the world.

Asa Briggs Fellows are expected to be based at Sussex for a period of between 2 weeks and 3 months. We anticipate that 3 awards will be made annually.

Proposed Asa Briggs Fellows should be nominated by an applicant who is a permanent member of Sussex faculty. The applicant is expected to have developed a clear plan for collaborative research outputs with the nominee and the nominee should have agreed arrangements to cover their absence from their home institution. Outcomes from this visit should include co-publications, joint external grant applications and a public lecture. Asa Briggs Fellows may be expected additionally to deliver research seminars and PhD workshops but should not be expected to deliver core teaching.

### FUNDING

Funding under this scheme will cover the Asa Briggs Fellow's travel, accommodation, visa costs and subsistence, with a total award not normally exceeding £10,000.

For bids approaching the maximum amount an especially compelling rationale is required, since the award panel will expect value for money for this investment of internal funds. The Asa Briggs Fellow's host school will be expected to waive bench fees and provide appropriate office space and administrative support for the visit. The Asa Briggs Fellow's research is expected to contribute to the school's research strategy.

Because this fund is intended to foster substantive research collaboration it should not be used to underwrite visiting fellows' conference participation or their independent fieldwork. The fund will not pay salary costs, consumables or equipment for the visiting fellow. We require a full breakdown and justification of costs.

Details of how to cost your budget and guidance on university travel procedures can be found at <http://www.sussex.ac.uk/staff/research/sussexresearch/asabriggsvisitingfellowships/costing>

### ELIGIBILITY

Applicants must be permanent members of Sussex faculty. Staff on teaching-only contracts are ineligible to apply to the fund.

If funded the Sussex applicant is responsible for:

- Supporting the visiting fellow in arranging travel and accommodation, this may include making bookings through Key Travel or submitting expense claims where the visitor has made arrangements.
- Ensuring that office space, stationery and access to computer and printing facilities are provided by the host school.
- Organising a guest lecture or seminar.

Nominees must be world-leading researchers based in an academic institution outside of the UK. The panel will be looking for evidence that they are eminent in their field. They need not necessarily be at Professorial level but should be accomplished researchers with a well-established international reputation and a number of respected publications. The scheme is expected to be highly selective and prestigious. Ideally the presence of the nominee at Sussex will spark interest among a range of researchers beyond the collaborating faculty. Nominees will be responsible for arranging the practicalities of the visit, including but not limited to travel plans, visa application, and insurance.

Research students are not eligible nominees.

Asa Briggs Fellows are expected to comply with the arrangements for visiting fellows which apply in their host schools.

## APPLICATION PROCESS

Applicants nominating potential Asa Briggs Fellows are encouraged to be as concise as possible and not exceed the maximum page limits specified. Any material beyond these page limits will not be considered. Single line spacing may be used and font should be 11pt Arial. The application form must be used - continuation sheets will not be accepted. Applications are structured as follows:

Part 1:	Details of Sussex applicant and nominee
Part 2:	Further details of nominee and evidence of distinction
Part 3:	Rationale for collaboration between the applicant and nominee
Part 4:	Expected outcomes of the collaboration (including publications, grant applications and public lectures).
Part 5:	Budget
Part 6:	Statement from applicant's Head of School
Part 7:	CV for nominee

Applications are not complete unless they include the nominee's CV and the applicant's Head of School Statement. Applicants should submit their completed application to [research.initiatives@sussex.ac.uk](mailto:research.initiatives@sussex.ac.uk) by **12 noon on Monday 19 February 2018**. Applications submitted after the deadline and incomplete applications will not be reviewed.

## KEY COMMISSIONING DATES

Deadline	Panel meeting	Decision to applicants	Earliest fellowship start date	Latest fellowship date
12noon 19 Feb 2018	April 2018	Mid-April 2018	1 Aug 2018	1 June 2019

## REVIEW PROCEDURE

Applications will be reviewed by a panel consisting of the Pro-Vice Chancellor Research, Deputy Pro Vice Chancellor (Interdisciplinary Research), Director of Research and Enterprise and Heads of School from representative areas of the university.

Applications should address the following criteria which will be used to review the proposals:

- Rationale for collaboration between the applicant and nominee
- Appropriateness and likelihood of expected outcomes (publications and grant applications)
- Importance of research questions underpinning the collaboration
- Value for money
- Importance of the fellowship for host school and/or research centre strategy
- Distinction of the proposed fellow

The panel will not be providing extensive feedback on any application for this particular scheme in case it proves injurious to applicants' relationship with nominees.

### **REPORTING REQUIREMENTS**

Successful applicants will be expected to submit a brief report detailing outcomes after the conclusion of the fellowship. In order to assess the impact of this funding scheme, a follow-on report will also be requested six months – 1 year after the initial report.

### **FURTHER INFORMATION**

If you would like to discuss your application, please contact:

Alan Lester, Deputy Pro Vice Chancellor (Interdisciplinary Research) [A.J.Lester@sussex.ac.uk](mailto:A.J.Lester@sussex.ac.uk)  
Carly Brownbridge, Sussex Research Initiatives Officer, [C.Brownbridge@sussex.ac.uk](mailto:C.Brownbridge@sussex.ac.uk)

All costing queries should be directed to:

Carly Brownbridge, Sussex Research Initiatives Officer, [C.Brownbridge@sussex.ac.uk](mailto:C.Brownbridge@sussex.ac.uk)