**IAS Open Programme Application Form**

Please return completed forms to The Institute of Advanced Studies ([ias.applications@mailbox.lboro.ac.uk](mailto:ias.applications@mailbox.lboro.ac.uk)) by the deadline stated on the [IAS website here](https://www.lboro.ac.uk/research/ias/opportunities/open-programme/).

*Note 1 - Please leave this document in Word format, do not convert to pdf.*

*Note 2 - This form should be completed by the Loughborough host, not the Fellow.*

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| **Loughborough Hosting Applicant(s)** | |
| Title & Full name(s): | School(s): |

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| **Proposed Fellow(s)** | |
| Title & Full name(s): | Institution(s) & Country: |
| Link to online profile(s) for Fellow(s): | |

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| **Overview of proposed visit(s)** *(max. 500 words*)   * Please include proposed arrival and departure dates, along with research activities that you plan to undertake with the Fellow during their visit.   IAS Visiting Fellows would ordinarily be in residence for one week, during which time we would typically organise one main public hybrid Research Seminar (with lunch) at International House and expect Fellows & hosts to attend at least one networking coffee morning or luncheon arranged by the IAS.  We may also ask Fellows, on a case by case basis, for a brief (<500 words) blog post shortly ahead of their visit, about their research ([examples here](https://www.lboro.ac.uk/research/ias/blogs/)).  International House is also available for co-working activities, but Departmental/Research Group activities held elsewhere are not organised or supported by the IAS and should not dilute the audience of, or be largely similar to, the main IAS Research Seminar.  *Please Note: It is not anticipated that you will fill every day of the visit with organised events. Visiting Fellows are not permitted to deliver teaching and should not be scheduled as such.* |
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| **Anticipated outputs and impact** *(max. 300 words*)   * What is the expected research legacy from the visit (e.g. publications, funding proposals, events, exchange visits, networking, etc.)? Please be as specific as possible.   *Please Note: We would request that the IAS is acknowledged in any outputs arising from the visit. In addition, the IAS will follow up with a questionnaire to hosts on impacts and outcomes at 6-months, 1 year and 2 years.* |
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| **Funding sought, including a breakdown of costs per the below categories**(you may apply for a maximum of £3500)  The IAS will book and arrange all travel and accommodation for the Fellow(s) and will communicate with the Fellow directly.   * Travel – Economy flights as standard. Be sure to include the cost of baggage for Fellows, transfers at both ends, and any other similar costs, as **we are unable to increase funding once awarded**.   + Please use Clarity Travel for costings, where possible.  Also note below departure and arrival airports for flights. * Accommodation - Please cost this at £110 per night at Burleigh Court Hotel (includes breakfast) for the Midlands campus. London prices will need to be checked with Clarity Travel. * Subsistence - Fellows are permitted a maximum subsistence of £35 each day for evening meals, and £15 for lunches ([University Expenses Policy](https://internal.lboro.ac.uk/info/finance/staff/expenses/)).   + Receipts will be required for accurate reclaims up to the £50 maximum,  Fellows will not receive a flat ‘Stipend/Honoraria’.   *Please Note: If there are any anticipated costs that are not noted here, please contact us.  The IAS do not cover or arrange Travel Insurance.*  *Family members/guests are welcome to stay on campus with Fellows, but we cannot fund their accommodation or travel. Please let us know if your Fellow intends to travel with others.* |
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| **Visas**  Does the Fellow require a Visa?  *We would typically not cover standard Visa costs but will review this on a case-by-case basis if requested, particularly for low- & middle-income countries / institutions / independents.*  *If the Fellow’s intended visit date is within 12 weeks of the application closing date, we can look to support costs for the Visa ‘*[*Priority Service*](https://www.gov.uk/faster-decision-visa-settlement)*’ to ensure they are arranged in good time.*  **ATAS**  Please also check if this visit will require ATAS approval and apply for this if needed, before submitting this form - <https://www.lboro.ac.uk/study/apply/support/atas/>  *This only applies to certain subject areas, where the knowledge gained could be used in the development or delivery of weapons of mass destruction (e.g., certain science, engineering or technology subjects), and can take 6 working weeks to obtain.* |
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| **Have you previously received funding from the IAS?  If so, please provide a brief overview of the outcomes.** |
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| **Is this an existing collaboration?  If so, please provide details of previous interaction with the proposed Fellow.** |
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| **Is this part of a larger research project or event?  If so, please provide details, including any additional funding to support the proposed visit.** |
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***N.B.*** *The IAS budget is set annually. If you cannot spend the IAS funds allocated to your project by 31st July of the academic year of the award, you will need to reapply in the next academic year.*

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| **For IAS Use Only** |
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