# **VISITING RESEARCH FELLOWSHIP**

**APPLICATION FORM**

Section 1: To be completed by the applicant in collaboration with the academic sponsor

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| **1. Personal details of Visiting Research Fellow applicant** | |
| **Title** |  |
| **First names/Forenames** |  |
| **Surname/Family name** |  |
| **Date of Birth** |  |
| **Current institution/place of work** |  |
| **Position within the institution/place of work** Please provide website link confirming current position |  |
| **Address for correspondence** |  |
| **Email address** Please provide the email to use for initial correspondence |  |

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| **2. Timings of the Fellowship** | |
| **Proposed start date** |  |
| **Proposed end date** |  |
| **Will a visa be required?** |  |
| If yes, please specify what this involves and attach a copy of the visitor’s passport photo page. |  |

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| **3. Access to Pure**  Pure is the University of Brighton’s [research and knowledge exchange database](https://research.brighton.ac.uk/). It is used by academic staff to store details on outputs and publications and to provide a profile to outline research interests inside the institution and to external collaborators. | |
| **Would you like a profile on Pure during your time at the University?** |  |

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| **4. Planned research/knowledge exchange programme and collaboration with the academic sponsor** | |
| **Please outline the topic and deliverables the Fellow will cover during their time at University of Brighton** |  |
| 1. **Please outline the activities that will be undertaken.**   Please note we would expect all our Visiting Research Fellows to i) deliver a seminar on their research which will be open to all staff and students and ii) give consent to the University of Brighton to publish name, current institution and brief details about research interests online. |  |
| 1. **Will you require any laboratory space, practice space or specialist software?**   Please be aware that additional resources such as laboratory/studio/practice space will incur an additional bench fee of £200 per month. |  |
| 1. **Will you need to undertake an additional risk/health and safety assessment?**   Please list the assessments that need to be taken and the name of the person providing the assessment. |  |

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| I…………………………… (insert name) wish to apply for the title of Visiting Research Fellow within …………………………………………(School/CORE)  I confirm that:   1. the details contained within the application are correct. 2. I agree to abide by the University’s ‘code of conduct’ and all the relevant policies and procedures within the University (available on the University’s website). 3. I am fully insured by my home institution or my own policy for the duration of my visit and am liable for any loss or damage to University of Brighton equipment while in my control. 4. I will notify the University of any change in my circumstances that may impact on my obligations to the University. 5. I will maintain the highest professional and ethical standards when working under the University of Brighton’s name, and will not bring the University into disrepute. 6. I have discussed with my sponsor how the fee for this Fellowship will be paid and have ensured Section 9 of the application form has been completed as appropriate. 7. a full curriculum vitae is enclosed for information. 8. I will complete an induction with my sponsor.   Signed: …………………………………………………………………………  Date: …………………………………………………………………………  **Please send the completed form with a current CV and IT Account Registration Form by email to**[VRF-RaKE@brighton.ac.uk](mailto:VRF-RaKE@brighton.ac.uk).  Please read our [privacy policy](https://www.brighton.ac.uk/about-us/statistics-and-legal/privacy/visiting-research-fellow/index.aspx). |

Section 2: To be completed by the academic sponsor

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| **5. Proposed academic sponsor**  This is an academic member of staff at a School and/or Centre of Research and Knowledge Exchange Excellence (CORE) | |
| **Name of academic sponsor** |  |
| **Name of School/CORE** |  |
| **Email address** |  |

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| **6. Workspace details**  Please indicate where the visiting fellow will be based (including campus and room number) |
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| **7. Statement of Support from Sponsor**  Please include in your statement how awarding this Fellowship would benefit the School/CORE. |
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| **8. Sponsor agreement**  Please sign and date to confirm that you agree to:   * Support the applicant during their Fellowship as outlined in the Guidance for Sponsors document * Provide an induction for the applicant as outlined in the Guidance for Sponsors document | | | |
| Signature: |  | Date: |  |

Section 3: Financing the Visiting Research Fellowship.  
To be completed by the party funding this Fellowship.

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| **9. Costs** | | | | |
| There is a standard one-off administrative fee of £200 for all Visiting Fellows. For those needing laboratory/studio/practice space, an additional bench fee of £200 per month will be applied.  Payment for the VRF can be made directly by the applicant or by the CORE they will be affiliated to. The applicant can seek agreement from the School they are joining to waive the cost of the fee. If payment is being made by a CORE, please provide a statement and signature from the CORE Director agreeing to this payment below. If the fee will be waived by the School, please provide a statement to this affect and signature from the Associate Dean (R&KE) in the box below. If the applicant intends to cover the costs themselves, payments should be made [online here](https://shop.brighton.ac.uk/product-catalogue/studying-study-essentials/other-fees/visiting-research-fellow-administration-fee). | | | | |
| **Does the Fellow already have adequate funding to cover all their travel, living, bench fees (if applicable) and research costs?** Please delete, as appropriate | | | YES | NO |
| If yes, please name the funder and provide a confirmation statement. If funder is a University of Brighton School or CORE, please provide a signature confirming funding approval as detailed above. | Name of funder |  | | |
| Confirmation Statement |  | | |
| Signature |  | | |
| If no, please outline details of how funds will be secured. | | | | |

Section 4: Approval of the Visiting Research Fellow.  
To be completed by the Associate Dean (R&KE) or CORE Director (as appropriate).

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| **10. AD/CORE Director agreement**  Please sign and date to confirm that you approve this applicant to complete work in connection with your School/CORE. By approving this application, you are agreeing to:   * Provide support the applicant during their Fellowship * Support the Sponsor in their work with the VRF * Ensure that the cost of the proposed VRF has been sourced (as outlined in section 9) | | | |
| Signature: |  | Date: |  |
| Role: |  | | |

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| **FOR ADMIN USE ONLY** | |
| Application approval status: |  |
| Approval date: |  |
| Approved by signature: |  |