



Bristol Benjamin Meaker Visiting Researchers Follow-on Fund Call specification 2023-24

Contents

Call details	2
Overview	2
Eligibility	2
Practicalities	2
Deadline and duration.....	2
Travel.....	3
Accommodation	3
Costs.....	4
How to apply	4
Practicalities	4
Guidance for applicants.....	5
Section A	5
Section B	5
Section C	5
Section D	7
Assessment process	7
Conditions of funding.....	7
Pre-Award Requirements	7
Award Requirements and Conditions	8
Post-Award Requirements.....	9
Contact information	9



Call details

Overview

The Bristol Benjamin Meaker Distinguished Visiting Professor and Bristol 'Next Generation' Visiting Researcher schemes are intended to cultivate relationships between individuals and institutions, and we would therefore also expect these relationships to continue to grow and develop after the award. To help facilitate this we have set up a new Benjamin Meaker Visiting Researchers Follow-on Fund (BBMFOF). This funding can be used towards:

- **Reciprocal Visits:** The UoB academic travelling to the original Visitor's institution for a reciprocal visit; or
- **Return Visits:** The original Visitor returning to the UoB for a second, shorter follow-on visit.

In both cases visits should be designed to directly expand upon the developments made in the first visit and produce specific, tangible outcomes, such as funding bids, policy briefings, and/or international co-authored publications.

Please note that **we would generally expect partner institutions to reciprocate** the contributions made by UoB in any follow-on activities; however, we do recognise that some institutions do not have the financial capacity to do so. Contributions can therefore be in-kind rather than financial, where appropriate. Details on any partner-institution contributions as well as full justification for the proposed follow-on activity must be clearly outlined in the application form. Please refer to the below Costs section for more information on how much can be applied for and what costs are eligible.

We also encourage former award holders to consider applying to our [Bristol International Research Collaboration Activities scheme](#) for funding to support other collaborative activity.

Eligibility

This call is currently open to partners who have successfully completed a BBMDVP or Next Generation visit **within the last 24 months**.

The application must be submitted by **the same individuals** who were named as Visitor and UoB Host on the original application. Where the Partner is returning to the UoB for a second visit this would generally be expected to involve collaboration with more than one UoB colleague, in order to justify them returning to our University rather than offering a reciprocal visit to their home Institution. **Applicants who have not submitted their End of Award Report, or otherwise failed to meet the conditions of their original award, will not be considered eligible.**

Practicalities

Deadline and duration

This scheme has a rolling deadline until all available funds for the year have been allocated, and applications will be reviewed on a monthly basis.



Applicants can request visitation periods of up to one month. Proposed visits should normally take place within one calendar year of application submission, and at least six weeks after the application submission date to allow time for the decision-making process. Applicants must be within two years of their original visit at time of application.

Travel

Applicants can apply for funding towards **economy return travel** from the Partner's home country to Bristol, or for the UoB applicant to travel to the Partner's institution (but not both). Applicants are expected to consider the value for money and sustainability aspects of their travel and are encouraged to avoid air travel where there is a viable, lower emission alternative. For travel between London airports and Bristol, we would normally expect applicants to use the National Express coaches as these are significantly more economical than train travel.

All Visitors are required to have an **appropriate travel insurance** policy in place as soon as their flights have been booked. Travel insurance costs are only eligible for external visitors coming to the UoB because travel insurance is provided for UoB staff travelling on approved University business. Please visit the [UoB Travel Insurance](#) webpages for more information on how to set this up.

Accommodation

Accommodation in Bristol will be provided for Returning Visitors, and where possible this will be in one of our suites in [Principal's House](#). However, during peak periods we may need to arrange alternative accommodation for you. Awards are made based on the provision of accommodation to the award holder themselves only; unfortunately, our accommodation at Principal's House is not suitable for families and we do not have additional funding available to pay for external accommodation for families in most cases. Normally if award holders want to bring their families to Bristol they will need to source alternative accommodation themselves at their own expense.

We recognise, however, that in some cases a visitor has caring responsibilities which mean it is impossible for them to visit Bristol without being accompanied by family member(s). We therefore have a small pot of money set aside to cover the costs of external accommodation for families in exceptional circumstances where the lack thereof would be a significant barrier to participation. This includes, for example, where the award holder has very young children and/or is a sole carer. To request this, you must also submit the 'Exceptional Accommodation Request Form' as an attachment to your application, providing justification for why this necessary. The form is available to download [on the call website](#). There is a limited amount of funding available to exceptionally pay for external accommodation suitable for families, so please carefully consider whether you need to apply for this additional provision and please be aware that we may not be able to approve all requests. There is no provision available for travel or subsistence costs for families.

UoB applicants travelling to the Partner's institution on a **Reciprocal Visit** can apply for a contribution towards reasonable accommodation costs, so long as the total costs are within the designated limits (see below). The University of Bristol provided accommodation for the original visit to Bristol, and we would therefore normally expect the Partner's institution to



provide accommodation for a reciprocal visit, or for other funding to be sought to cover these costs.

Costs

For all applications, we expect to see clear evidence of partner contributions to either Return or Reciprocal visits which mirror the University of Bristol investment. This could include contributions towards travel, subsistence, and/or covering other costs relating to the collaborative project such as workshops. This will be one of the assessment criteria used by the panel when scoring applications and assessing their value for money. We recognise, however, that this may not be viable for partner institutions in Low- and Middle-Income Countries (LMICs), in which cases we would hope to see some in-kind rather than financial contributions.

For all visitors coming to Bristol, **up to £30 per day** can be applied for towards subsistence and incidental costs whilst resident in Bristol. We would usually expect University of Bristol researchers travelling on reciprocal visits to only apply for this amount as well, and for the partner institution to provide a contribution and/or other funding sources to be used if additional funds are required towards subsistence and incidentals. However, we recognise that some countries have particularly high costs of living, and we will therefore consider exceptional requests for a reasonable and proportionate uplift to the daily subsistence contribution rate. This will be at the review panel's discretion, and costs deemed excessive or inappropriate may be cut even if the application itself is successful.

In total, **most applicants can request a maximum of £2000** from the University of Bristol towards the follow-on project, with the expectation that this will be complemented by comparable financial contributions from the partner's institution. We would normally expect visits involving travel within Europe to have a lower cost, due to the cheaper travel costs to/from the UK. For visits involving LMIC partners, however, we recognise that they may not be able to make a financial contribution. There is therefore **no financial limit for applications involving LMIC partners**; in these cases, the University of Bristol would be willing to cover all costs related to the visit without a requirement for partner financial contribution. Costs applied for should, however, still represent value for money.

How to apply

Application process

1. Identify an opportunity to build on the original award with strong potential for outcomes and/or impact.
2. Familiarise yourself with the guidance in this document before commencing your application, paying particular attention to the criteria and conditions of award.
3. Download the Bristol Benjamin Meaker Follow-on Fund 2023-24 application form, available on the [BBM Follow-on webpage](#).
4. Create a [Worktribe project](#), to include a costing and add the Worktribe reference on the application form.
5. Complete the BBM Follow-on Fund application form and submit to the Head of School for approval.
6. Submit a PDF copy of the completed form via email to ird-office@bristol.ac.uk, along with a 2-page CV each for the UoB Academic Host and Partner.



7. Your application will then be assessed by the internal review panel at their next monthly review meeting.
8. Funding decisions, including any conditions of funding, will then be confirmed. If your application is successful further information will be provided on the next steps.

Please ensure that your application is written for a generalist audience, avoiding technical details which would be inaccessible to a non-specialist. To download the application form, please visit the [Benjamin Meaker Follow-on Fund webpage](#).

If you have any questions regarding this process, please get in touch with the International Research Development team via ird-office@bristol.ac.uk.

Guidance for applicants

Please strictly note and adhere to all the below guidance, as well as the guidance provided at the top of the application form. Applications which are not compliant will be considered ineligible.

Section A

In this section you need to provide details of the proposed partnership visit, including the project title and details of both the Visitor and the Academic Host. Please adhere to the italicised grey guidance notes in the form.

The length of visit can be up to one month. Proposed visits should take place within one calendar year of your application submission, and at least six weeks after the application is submitted.

Please note that a Worktribe costing is required. In Worktribe please select '*University of Bristol (Internal Funding Calls)*' as the Funder. This will generate a selection of IRD funding schemes. Please select the correct scheme, i.e. '*Bristol Benjamin Meaker Follow-on Fund*'.

Section B

B1: Case for support

Please use this section to justify why follow-on funding is required, and to demonstrate how your application meets the call criteria. Please include outcomes of the original visit, as well as anticipated outcomes from the proposed follow-on activity. Please ensure your application is written for a generalist audience.

B2: Partner Contribution

Please use this section to outline what contributions and/or support (financial and/or in-kind) the Partner's home institution are making to the continuation and development of this collaboration. **If limited or no contributions are being made by the Partner institution this needs to be fully justified**, except where the partner is from a LMIC university.

Section C

Applicants should complete this section with itemised costs in GBP. A FEC costing is not required.



A: Travel Costs: The Follow-on Fund includes economy return travel to/from Bristol for the Partner or UoB Academic Host, in line with the [UoB Travel, Subsistence and Expenses policy](#) and all relevant restrictions relating to the COVID-19 pandemic. An itemised breakdown must be provided. Please note that only one return trip can be requested. Where COVID-19 tests are mandatory for travel these can be included as eligible costs.

B: Subsistence/Accommodation costs: The Follow-on Fund covers up to £30 towards reasonable subsistence and incidental costs per day of the visit. Accommodation for international visitors returning to Bristol will be provided. UoB academics visiting their Partner's institution may also claim some costs towards accommodation; visitors to Bristol will be provided with accommodation. An itemised breakdown must be provided (i.e. cost per diem).

C: Faculty/School/Departmental Contribution: Where some of the costs of the visit are being funded by the UoB Host's Faculty/School/Department details of this should be outlined in this section, including a summary of the contribution and the financial value (where applicable).

D: Partner Institution Contribution: Where some of the costs of the visit are being funded by the Partner's Institution details of this should be outlined in this section, including a summary of the contribution and financial value (where applicable).

Applicants should calculate the total cost of the visit (i.e. A+B), and then deduct the Faculty/School/Department and any Partner Institution contributions (i.e. A+B, then subtract C and D) to give the total amount being applied for via the Follow-on Fund. **Please note that a maximum of £2000 can be applied for from UoB under this scheme**, unless the partner is from a LMIC university. An example has been provided below:

Costs applied for			
Item	Breakdown		Value (GBP)
A	Travel costs	Return economy flights London-Boston (£700) Taxi to/from airport in Boston (£70) Return National Express bus from Bristol to Bristol Heathrow (£50)	£820
B	Subsistence/ Accommodation costs	Daily subsistence in Boston (£30/day for 14 days, total £420) Accommodation in Boston (£80/night for 14 nights, total £1120)	£1540
Total cost of visit (A+B)			£2360
C	UoB Faculty/School/ Department Contribution	N/A	£0
D	Partner Institution Contribution	Accommodation provided by Boston University	£1120
Total applied for via BBM Follow-on Fund (A+B-C-D)			£1240



Applicants should also provide details of any other applications being made for funding in connection with this visit in the final part of Section C, including both internal and external funding sources. If no other applications are being made, then please enter 'N/A' in this box.

Section D

This section must be completed by the UoB Academic Host's Head of School. By providing their signature, the Head of School agrees to all terms outlined in the declaration.

The Head of School is also welcome to add any further comments on the application (maximum 200 words). For example, they may wish to add further comments on the value of the project for the Department/School and/or the UoB more generally, substantiating and supporting information provided in the Case for Support. This is an optional field.

Assessment process

Research Development International (RDI) will process submitted applications and check they meet the core requirements before they are allocated for panel review.

The review process usually takes around two to three weeks. Exceptionally, where an urgent need for a quicker turnaround can be demonstrated we can attempt to accommodate this where possible; however, this cannot be guaranteed. Please contact the IRD team prior to submitting an application with an exceptional request, to avoid disappointment.

Applications will be reviewed against the following criteria:

- Does the proposed follow-on activity effectively build upon a successful original visit and its outcomes?
- Does the proposal demonstrate strong potential for new outcomes (e.g. collaborative research funding bids, policy impact, and/or co-authored publications) which are unlikely to be achieved without an additional award?
- Does the proposed project demonstrate continued importance to the relevant academic field?
- Does the project offer reasonable value for money? Is there demonstrable buy-in from the Partner Institution, evidenced through financial and/or in-kind contributions?
- Will the proposed follow-on activity attract further external engagement, such as engagement from policy and practice, the media, and/or other sectors?

Conditions of funding

Pre-Award Requirements

All successful applications will be required to provide a 300-word summary of the Follow-on Fund collaborative project for [our website](#) and other communications to the International Research Development team **within four weeks of award outcome notification or before their travel to Bristol is arranged**, whichever is sooner.

It is the UoB Academic Host's responsibility to ensure that this information is delivered on time. The International Research Development team **reserve the right to cancel awards if**



this information is not received within the specified timeframe. We recommend that you prepare this information as part of your application process, to assist with timely processing of your award.

The Host's Department/School also will need to provide office space for returning Visitors, where applicable, as well as arranging [honorary visiting staff status](#) prior to the Visitor's arrival; this will enable a UCard and a UoB email to be generated.

A Worktribe project must be created at application stage. **Completing the Worktribe costing is a condition of award**, and the applicant must provide the IRD team with the Worktribe reference number on the application form. The final Worktribe costing should be reflective of the award made, which may vary from the amount requested in the original application. **It is the applicant's responsibility to ensure the Worktribe project has been finalised, including any costing changes, within four weeks of the award notification**, and to send the IRD team confirmation of this.

Award Requirements and Conditions

All applicants should familiarise themselves with the below requirements and conditions of funding, which apply to all awards under this scheme.

- All returning Visitors are expected to give lectures/talks to relevant audiences during their visit beyond their immediate specialist collaborators. It is the responsibility of the UoB Academic Host to arrange these talks, including booking the venue, and to ensure that the Bristol Benjamin Meaker Visiting Researchers Follow-on Fund is appropriately accredited in the event title. We are also keen for our postgraduate community to benefit and learn from the Visitor's expertise, for example through seminars or 'master classes'. We do have facilities to support virtual seminars, where appropriate, to help expand international reach.
- All UoB academics engaging in reciprocal visits are also expected to give lectures/talks to relevant audiences beyond their immediate specialist collaborators during their visit to the Partner's institution.
- Details of all events and activities taking part during either Return or Reciprocal Visits must be provided to the International Research Development team for our records and to enable us to assist with event promotion and publicity.
- Visitors and/or their UoB hosts are expected to produce a post for the [University of Bristol International Research Development blog](#) either during or after the visit. This can be on any topic related to the visit, from reporting academic developments achieved through the collaborative visit to more informal reflections on the benefits of international partnerships. All blog posts will be reviewed by the IRD team.
- All awards are made on the basis of a single continuous visit for the visitor him/her/themselves, with no provision for families or additional travel whilst based in Bristol.
 - Applicants can submit an 'Exceptional Accommodation Request Form' if family accommodation is absolutely essential for their participation in this scheme; however, funds for this are limited and we therefore cannot guarantee all requests will be approved. See [above](#) for more information.
- Award holders can request a contribution of up to £30/day towards subsistence and incidental costs incurred during their award. UoB academics engaging in a



Reciprocal Visit can also apply for up to £100/night towards accommodation costs. Visitors to Bristol will be provided with accommodation.

- All insurance and visa requirements are the responsibility of the Visitor and/or UoB Host School. Please refer to the [UK government website](#) for more details on visa requirements.
- Please note that visitors from certain countries may also need to apply to the Academic Technology Approval System (ATAS) when planning to undertake research in the UK. Please visit the [UK government website](#) for details and allow sufficient time for any application and approvals process where applicable.
- It is the traveller's responsibility to ensure that appropriate travel insurance is in place as soon as possible once the dates of travel are confirmed and it must be in place as soon as flights are booked to ensure coverage in the event of unforeseen circumstances affecting travel.
- For reciprocal visits UoB awardees will need to use the [Global Travel Approval System](#) to ensure their international travel is approved by their School/Faculty prior to finalising travel plans associated with their Follow-on Fund award. This needs to be submitted at least two weeks before the proposed travel.
- It is the responsibility of the UoB Academic Host to ensure that the proposed visit is compliant with [all UoB policies](#), but is not limited to, ensuring that they have undertaken due diligence with regard to [Intellectual Property Rights](#), [Research Integrity](#), [External Speaker Policy](#) and the [UoB Freedom of Speech Policy](#) in consultation with their School and/or Department as appropriate. The visit must also be compliant with the [UoB's COVID-19 policies and guidance](#).

Post-Award Requirements

Please be aware that it is a condition of funding that all award holders complete a Bristol Benjamin Meaker Follow-on Fund **End of Award Report** Form at the end of the visit. This form must be forwarded to the UoB Academic Host's Head of School for comment before submitting electronically to ird-office@bristol.ac.uk **within four weeks of the award end date**. Recognising that impact and outcomes can take some time to be realised, award holders will also be contacted annually in January for up to three years following the award in order to complete a short survey to report on their award outcomes. We also encourage former visitors to get in touch with us to let us know about any outcomes or impacts which have arisen as a result of their visit at any time.

All BBM Follow-on Fund awardees and/or their UoB hosts are required to produce a post for the University of Bristol [International Research Development blog](#) if they have not already done so for their previous visit. This can be on any topic related to the visit, from reporting academic developments achieved through the partnership visit to more informal reflections on the benefits of international collaborations.

Please note that it is the UoB Academic Host's responsibility to enter all relevant visit outcomes into [PURE](#), suitably acknowledging the Bristol Benjamin Meaker Follow-on Fund

Contact information

For all queries, please contact the International Research Development team ird-office@bristol.ac.uk