Scottish Graduate School of Social Science
Sgoil Cheumnaichean Saidheans Sòisealta na h-Alba

SGSSS-SFC Saltire Emerging Research Programme for the Social Sciences Exchange Programme

Application Form 2021/22

Application Deadline: 3 December 2021 5pm GTM

Please note: applications are to be completed on our online system, as detailed within the Guidance document. Familiarising yourself with this template will help you to prepare to complete your online application once you are ready to start working on it.

1. Applicant Details

- Name
- Surname
- Email address
- Telephone
- Home Institution (click to select HEI)
- Pathway (click to select pathway)
- Select your current occupation (options: PhD Researcher / Early Career Researcher)
- Status (options: full-time / part-time)
- Upload your CV (2 pages maximum)

For those currently undertaking a PhD:

- Specify your current year of PhD study (dropdown options)
- Specify you award start date
- Specify your anticipated completion date
- Founding source (options: ESRC, Institution / self-funded / employer / other _____)
- Primary supervisor name
- Primary supervisor email address

For Early Career Researchers:

- Specify the date of your Award of PhD
- Please upload evidence of the notification of your PhD Award
  As the programme launched in October 2021, ECRs must have received notification of award of PhD by 1 October 2018 or later to be eligible. If for any reasons you don't have access to evidence of your PhD Award, please contact team@sgsss.ac.uk
- Line manager full name
- Line manager email address

2. Saltire Placement Details

- Name of host institution
- Country
- City
- Name of primary academic contact at host institution
- email address of primary academic contact at host institution
- Indicate which SGSSS priority theme align with your placement (select from dropdown box of Scottish National Performance Framework)

- Type of placement (options: in person / hybrid / fully online)

For those who selected in person placement:

- Indicate the dates that you will be undertaking the placement:
    - ✓ From _____
    - ✓ To _____
    - ✓ Total weeks _____
    - ✓ Total days _____

For those who selected hybrid placement:

- Indicate the dates that you anticipate being physically based at your host institution:
    - ✓ From _____
    - ✓ To _____
    - ✓ Total weeks _____
    - ✓ Total days _____

- Indicate your proposed pattern of online engagement:
    - ✓ Proposed days per week _____
    - ✓ From
    - ✓ To _____
    - ✓ Total days _____

For those who selected online placement:

- Indicate your proposed pattern of online engagement:
    - ✓ Proposed days per week _____
    - ✓ From
    - ✓ To _____
    - ✓ Total days _____

3. Case for Placement

- **Please provide a statement detailing the purpose of your placement**. *This section has a weighting of 50% of the overall application. Maximum 1500 words.*

  Include here:
  - ✓ Background to the relationship and fit with one (or more) of the SGSSS's priority themes.
  - ✓ Description of your placement objectives and how these will be achieved
  - ✓ A work plan and a timeline setting out planned research activities (including a specific and justified training programme) and how your activities will contribute towards the achievement of at least 3 out of the 5 objectives of the Saltire programme (see guidelines for an overview of the Saltire programme objectives)
  - ✓ Potential benefits of the proposed visit to your current/future career demonstrated through critical reflection on: your current skills, developmental needs and how these will be addressed using the VITAE framework as a guide
  - ✓ Risk assessment and contingency planning

- **Please provide a statement detailing the expected benefits and impact of your placement.** *This section has a weighting of 30% of the overall application. Maximum 500 words.*

  Include here:
  - ✓ How the work programme will deliver value-added to the Doctoral/post-doctoral experience (including communication, KE, networking, leadership and other employability benefits)
  - ✓ How the work programme will nurture inclusive research cultures and contribute to wider cohort development activities for Scotland's wider PGR and ECR social science community (including consideration of under-represented groups)
  - ✓ Sustainability of the collaboration beyond the proposed exchange
  - ✓ Any potential for engagement with the wider population (e.g., public dissemination activities, research co-design practices)

  Budget and Justification of Resources (please provide full details). Please provide a summary budget in £s and justification of your costs in relation to the following categories. The maximum award is £9500 (assuming a 6-month visit). *This section has a weighting of 20% of the overall application. Maximum 300 words*.

  Include here:

  - ✓ Travel Related Costs: value for money should be demonstrated when estimating travel. Costs of visas may be included in this section. Travel insurance should be obtained via your home institution and costs cannot be claimed without a valid justification.
  - ✓ Accommodation: value for money should be demonstrated when sourcing accommodation
  - ✓ Stipend (PhD students only): PhD students are eligible to apply for a monthly stipend for the duration of the research exchange (as it is expected that studies will be suspended during the exchange period). Stipends will be awarded at the UKRI standard rate of £1,300 per calendar month. ECRs will not be eligible for funding as they should continue to be paid in their substantive role.
  - ✓ COVID-19 regulations: base this figure on current regulations for travel from your current country to the country of your proposed research exchange. Note, travel to countries requiring quarantine will not be permitted
  - ✓ Bench fees: if your proposed host institution will charge a bench fee or other charge for registration at their institution, please detail it here. Ideally the host institution will be able to waive this amount,

but applications will still be considered if you need to factor it into the budget requested from SGSSS.

- ✓ Additional funding for particular needs (e.g., childcare, access requirements, relating to disability): if you would like to request an amount of additional funding to make the Programme possible to you, please add the estimated amount here, and detail in the Justification of Resources what you are asking for.
- ✓ Other Hybrid/Online costs: For hybrid or online placements additional costs may include set up costs for hybrid events or any specialised licences/equipment necessary for the placement. Costs will not be covered for standard IT equipment or internet costs.
- ✓ Any contribution from elsewhere: if you have funding from elsewhere that will support you in the proposed exchange (e.g. funding from your home or proposed host institution, including waiving bench or registration fees), please refer to this in your justification of resources

- **Summary of Estimated Costs**
  Include here:
  - ✓ Your full name
  - ✓ Name and location of host institution
  - ✓ Travel related costs
  - ✓ Accommodation costs
  - ✓ Stipend
  - ✓ COVID-19
  - ✓ Bench Fees
  - ✓ Particular Needs
  - ✓ Hybrid/Online
  - ✓ Total of the above costs
    _____
  - ✓ Any other contribution from elsewhere

4. Risk Assessment

FCDO Travel Advice Check

At the time of completing this application form, I confirm the Foreign Commonwealth Development Office (FCDO) is permitting travel to the country and/or countries detailed in my application. I understand if this changes before my departure I will no longer be permitted to travel and ESRC funds cannot be used.

I have checked the FCDO website as per the above and I am permitted to travel.	Yes ☐ No ☐

Institutional Travel Risk Assessment Form and/or Permission

All students must enclose permission to travel form their institution in the form of a written letter, Risk Assessment Form or similar. This should include any additional documentation required related to COVID 19.

I have consulted the travel advice of my home institution and will submit a completed risk assessment/permission to travel if my application is successful	Yes ☐ No ☐

Travel Insurance

You must have travel insurance in place before you travel abroad. Travel insurance should be covered by your home institution's insurance policy, however if this is not possible for whatever reason, you may take out your own travel insurance policy. Please note that if your trip is cancelled or curtailed, we may not cover lost funds if a suitable insurance policy was not taken.

I have checked and my home institution will provide travel insurance for the purpose of my trip.	Yes ☐ No ☐
If the above answer was 'No', have you taken out your own travel insurance which has been deemed suitable by your home institution?	Yes ☐ No ☐

Right to Travel

UK nationals are permitted to visit other European countries for the purpose of research exchange. If you are a non-UK national, it is your responsibility to ensure you have the valid documentation for travel. In this case, **please detail this below**

I am a UK national	Yes ☐ No ☐
As a non-UK national, I confirm I will have the valid documentation for travel for research exchange	Yes ☐ No ☐

5. Applicant Declaration

By ticking this box you are confirming all information included within this application is true and correct to the best of your knowledge. In addition, should your placement be cancelled or curtailed, you agree to return any unspent funds received.

6. Supporting Statements

For those currently undertaking a PhD:

Supervisor Supporting Statement
To be provided by Primary Supervisor in PDF format. Maximum 500 words.

- Please upload the statement from your supervisor detailing support for your placement.

The supervisor statement should address:

- ✓ The quality of the student's research to date and how the proposed placement will enhance their PhD experience.
- ✓ Confirmation of the student's work plan (above).
- ✓ Confirmation of the student's registration status at the host institution during the placement period, if relevant.
- ✓ How the supervisor will support the student to foster inclusive research cultures and wider collaboration within the host Institution during the placement and within your own institution upon return.
- ✓ Supervisor full name, signature, email address and date

- I can confirm my supervisor has checked the 'estimate of costs' detailed within this application and consider them to be reasonable and accurate. My supervisor has ensured that my home institution is informed of the agreed placement and that approval is sought for an interruption to the PhD during the placement period. (please check box) ☐

For Early Career Researchers:

Line Manager Supporting Statement
To be provided by a Line Manager in PDF format. Maximum 500 words.

- Please upload the statement from your line manager detailing support for your placement.

The line manager statement should address:

- ✓ How the proposed visit will enhance their work experience.
- ✓ Confirmation of the ECR's work plan (above).
- ✓ Confirmation of the ECR's employment status at the host institution during the placement period, if relevant.
- ✓ How you will support the ECR to foster inclusive research cultures and wider collaboration within the host Institution during the placement and within your own institution upon return.
- ✓ Line manager full name, signature, email address and date

- I can confirm that my Line Manager has checked the 'estimate of costs' detailed within this application and considered them to be reasonable and accurate. They will also ensure that my home institution is informed of the agreed placement and that any required approval is sought. (please check box) ☐

Host Supporting Statement
To be provided by the primary academic contact at the host institution in PDF format. Maximum 500 words.

Please upload the statement from the primary academic contact at the host institution confirming the intended programme of work.

The host supporting statement should address:

- ✓ Names and roles of key contacts
- ✓ Office space, access to library facilities and internet access for the visiting student.
- ✓ Pastoral support will be provided if required
- ✓ Doctoral or academic support provided if required
- ✓ Confirmation of the student's /ECR's registration status at the host institution during the visit period
- ✓ Host full name, signature, email address and date