**INTERNATIONAL VISITING FELLOWSHIP SCHEME GUIDELINE AND APPLICATION FORM**

The International Research Exchange Fellowship scheme is to provide support to international researchers to visit FNU and undertake a period of research activity at FNU to support FNU researchers in one or more research activities.

The maximum grant is **not to exceed $10,000**, and it should be noted that bilateral exchanges for research will be considered and is encouraged.

This grant is to be used principally to cover the cost of travel, accommodation, and per diem or honorarium for one or more research-related activity. .All applicants should ensure that they have developed accurate costing for all proposed activities.

To be eligible to apply for an International Research Exchange Fellowship Scheme, applicants must be a member of FNU's academic staff and hold a continuing or fixed-term appointment for the duration of the fellowship programme.

In the case of an international researcher/fellow coming to FNU, the applicant must demonstrate an established research connection between the international researcher and FNU. Similarly, FNU academic proposing to travel overseas must demonstrate an established research connection with an overseas institution. The researcher traveling to/from FNU should have a strong publication and funding success record for the last 3 – 5 years.

At the time of making an application, the applicant **MUST NOT** have any external or internal research grant/funding project or reports due and incomplete research projects.

Preference will be given to applications where evidence of matching external funding has been secured. Where the cost of the exchange exceeds $10,000, it is expected that applicants will source the balance of funds through other channels, including: a research grant, the applicant’s College, the incentive awards achieved by the applicant, and the International Fellow’s institution.

Invited Research Fellows are generally expected to be active researchers and experts with quality research publication records. Preference will be given to proposed Fellows whose research aligns with FNU’s research priority areas. Applicants are strongly encouraged to develop their applications in consultation with their Deans and Associate Deans Research.

Successful Fellows who will be visiting FNU will be required to:

* Deliver a lecture or seminar (of interest and open) to the wider community which could attract publicity.
* Run a workshop for:
	+ publications in tier one journals; and/or
	+ future collaborative research activities between the Fellow’s Institute and FNU.

 All proposed visits should commence within twelve months after approval of the application.

**INTERNATIONAL VISITING FELLOWSHIP SCHEME APPLICATION FORM**

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| **SECTION 1: APPLICANT DETAILS** |
| * 1. **Title:**
 |  |
| * 1. **Name:**
 |  |
| * 1. **College:**
 |  |
| * 1. **Employment Status:**
 | **Permanent** [ ]  **Fixed Term** [ ] **Contract end date: ………………………………….** |
| **SECTION 2: PROPOSED VISITING FELLOW** |
| * 1. **Title:**
 |  |
| * 1. **Name:**
 |  |
| * 1. **Position:**
 |  |
| * 1. **Organisation:**
 |  |
| * 1. **Visiting Fellow’s CV**
 |  |
| **SECTION 3: TIMING OF THE FELLOWSHIP** |
| * 1. **What are the dates of the proposed visit?**
 |
| * + 1. Arrival at FNU
 |  |
| * + 1. Departure from FNU
 |  |
| **SECTION 4: PROGRAMME PROPOSAL** |
| * 1. **Attach a proposal in no more than two pages** *(excluding references)* **of the research activity/ies the Invited Fellow will deliver to FNU.**
 |
| * 1. **The proposal must provide the following information using the headings below and in the following order:**
		1. Aims
		2. Rationale
		3. Details of the collaboration
		4. A detailed programme the Invited Fellow will engage in and deliver
		5. Proposed outcomes (to include an international grant funding submission, paper submissions to tier-one journals, a publication or research grant writing workshop, other outcomes approved by the University Research Committee/ Pro Vice Chancellor Research
 |
| **SECTION 5: TRACK RECORD** |
| * 1. **Please attach a one-page academic CV outlining publications and external research income in the latest year for the applicant/s:**
 |
| **SECTION 6: EXPRESSION OF INTEREST** |
| * 1. **Please attach a one-page expression of interest from the proposed Visiting Fellow for the research activity at FNU**
 |
| **SECTION 7: BUDGET***(All entries below must be fully itemised and justified)* |
| **Items** | **Justification** | **Amount** *(FJD)* |
| * 1. **Airfare:**
 |  |  |
| * 1. **Accommodation:**
 |  |  |
| * 1. **Seminar/Workshop:**
 |  |  |
| **Total:** |  |  |
| **SECTION 8: PRIOR FUNDING** |
| * 1. **Provide details of any prior funding received by the applicant/s from the University for any project (amount and scheme), and the outcomes to date:**
 |
| **SECTION 9: DECLARATION OF APPLICANT[[1]](#footnote-1)** |
| * 1. [ ]  All information supplied in this application form and supporting documentation is true and correct.
	2. [ ]  I understand and will abide by Fiji National University's research policy, including policy on ethics and intellectual property.
	3. [ ]  Within three months of completion of the Fellowship, I will submit a report to the University Research Committee and the Office of the Pro Vice Chancellor Research outlining the outcomes and achievements.
	4. [ ]  A signed electronic copy of the application, as a single PDF document incorporating the Application Form and all attachments, is provided.
 |
| **Applicant’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Applicant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **SECTION 10: COLLEGE APPROVAL** |
| **Associate Dean Research** |
| * 1. [ ] I support the programme proposed in this application form.
	2. [ ]  I have provided advice on the development of the proposal.
	3. [ ] I have reviewed and provided feedback on this completed application.
 |
| **Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **College Dean** |
| * 1. [ ]  I support the programme proposed in this application and any associated resource implications.
 |
| **Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **FOR OPVCR USE ONY** |
| **Comments:** |
| **Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

1. **Applicants must provide:**

	1. *A signed electronic copy of the application, as a single PDF document incorporating the Application Form and all attachments submitted to the OPVCR.* *eo-pvcr@fnu.ac.fj* *. Applications must comply with the scheme’s funding guidelines.* [↑](#footnote-ref-1)