Extended Visit (2 months+)

# **Application Procedure**

For extended visits of more than 2 months to the University of Edinburgh, Usher Institute, requiring access to our resources, you will need to have official Visitor status. In order to be considered, you must first identify and contact an academic within the Institute who will support and sponsor your application. We cannot consider your application unless you are successful in finding an academic within the Institute to facilitate the visit.

Please note that academic visitors to the Institute are self-funded; the Usher Institute does not offer any financial support. **Visitors who are not nationals of the European Economic Area (EEA) need to explore the VISA implications of their visit at** [**https://www.gov.uk/browse/visas-immigration**](https://www.gov.uk/browse/visas-immigration)**. We are not able to offer advice regarding visas or other aspects of spending time living in Edinburgh. Additional information can be found here:** [**www.gov.uk/visit-uk-research**](http://www.gov.uk/visit-uk-research)

If the academic member of staff agrees to support your application, you will need to complete our form on the following pages, attach a short (2-page) CV and submit them to the host academic member of staff. Applications will be considered by the Usher Board and you will be contacted directly by your host with the outcome.

**Expectations and arrangements**

If we do accept you, you can expect that normally we will provide you with:

•    full access to library resources including e-resources;

•    full access to IT facilities, using a login and password and access to a PC via our hot desks.

•    induction and orientation when you arrive by your host academic;

•    a research mentor (your host academic) who will act as your main point of contact for planning your visit and throughout your time with us and whom you can expect to see regularly for discussion;

•    access to relevant research activities such as attendance at research seminars;

•    on request, a formal letter of invitation to present to your institution once you are accepted as a visitor, and a letter at the end of your time from your host here confirming your contribution.

**In turn we will expect you to:**

•    abide by the Institute’s procedures, especially those to do with ethical research conduct, copyright and the appropriate use of the University’s facilities;

•    acknowledge Usher Institute appropriately in any publications which arise from the period of your visit to us;

•    contribute positively to the research culture and life of the Institute and any research group or centre to which you are attached during your visit.

Examples of potential positive contributions are: research seminars and blogs; a PhD masterclass; media and knowledge exchange work; articles for journals.

**Please note that there is no access to printing and stationery supplies unless your funding, or your academic hots, covers the Usher monthly fee (indicative £500 per month).**

# **Application Form**

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| **Title:** | **Forenames:** | | **Surname:** |
| **Initials:** | **Preferred Forenames:** | | |
| **Date of Birth:** | | **Gender:** | |
| **Home Institution Name:** | | | |
| **Institution Address:** | | | |
| **Email Address:** | | | |
| **Mobility Impaired?:** Yes / No | | **Wheelchair User:** Yes / No | |
| **Proposed visit start date:** | | **Proposed visit end date:** | |
| **Status:** | **Academic** (Tenured / Tenure track) | | **Researcher** (Post-doctoral research staff / Junior Research Fellow) |
| **Other** Please provide details**:** | | |
| **PLEASE SUBSTANTIATE YOUR REASONS FOR NOMINATION IN THE SPACE BELOW & ATTACH A SHORT 2 PAGE CV** | | | |
| **Biography (maximum 200 words):** | | | |
| **Please outline your research interests, reason for applying, the activity you have planned for your visit, and how it links and will benefit current activities within the Usher Institute? (maximum 500 words):**  *Including – What is the benefit to you and your research? Where do you see the benefit to the Usher Institute? What are your future plans for collaboration and research projects with Usher staff?* | | | |
| **Please briefly outline the work that will be undertaken during the visit:** | | | |
| **Who (if anyone) do you currently collaborate with in the Usher Institute?**  Include details of publications/grants: | | | |
| **Is this visit supported by external funding?** Yes/No  If yes, does this funding include  Host fees (indicative £500 per month) | | | |
| **Application Sponsor:**  *Please include the name of the Usher Institute staff member that has encouraged your visit.* | | | |
| **Support Requested:**  Inclusion on relevant Usher Institute e-mailing lists  Hot desk access at Teviot Place/BioQuarter  Visa sponsor support letter  Access to University services (please specify) | | | |
| **Electronic signature of academic host:** | | | |
| **Name & title of academic host:** | | | |
| **Application Process**  Please complete and submit this form, attach a 2 page CV, and confirmation of support from your Usher Institute academic host/sponsor to [**usher.HRGovernance@ed.ac.uk**](mailto:usher.HRGovernance@ed.ac.uk) | | | |

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| FOR OFFICE USE ONLY:  Visit approved?  Fees for Usher/access to printers etc?  Visitor ID:  Login details provided:  Details to usher.enquiries@ed.ac.uk:  Use of hotdesk: | Yes/No Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Yes/No Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ UUN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Yes/No Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Teviot / Bioquarter / Both |