



University of Brighton

RESEARCH AND KNOWLEDGE EXCHANGE

Visiting Research Fellowships

Guidance for Sponsors 2022-23

1. Introduction

We value the contribution our Visiting Research Fellows make to the University's research community, and many are linked to our [Centres of Research and Knowledge Exchange Excellence \(COREs\)](#).

Therefore, if you are a researcher or scholar wishing to undertake research which is aligned to that already undertaken within the University, [or exchange information on research techniques](#), you are welcome to apply for a Visiting Research Fellowship. The status is offered to:

- academics from another institution, either from the UK or abroad
- individuals working in the private, public, or charitable sectors

Before travelling to the UK, academics from overseas must ensure they have permission to enter the UK to conduct their intended activities and be able to fund their stay.

2. What is a Visiting Research Fellowship at the University of Brighton?

The University of Brighton awards a Visiting Research Fellowship to a person of appropriate academic/industry/third sector standing who is **not** a member of University staff, but who is associated with and keen to contribute to the work of its academic ambitions.

The University encourages applications from individual scholars who wish to spend periods **of up to one year** in the University pursuing research. The University of Brighton awards a Visiting Research Fellowship to visiting researchers and scholars who will contribute to the intellectual life of the University and who wish to undertake research which is aligned to that already undertaken within the University, [or exchange information on research techniques](#).

3. What is a sponsor?

Visiting Research Fellow awards must be proposed by an academic who agrees to act as their sponsor for the period of their visit. Members of Schools/COREs who become a sponsor for a Visiting Research Fellow will be expected to act as a point of contact for the VRF, carry out an induction and to make reasonable attempts to integrate them into the life of the School/CORE, where appropriate.

4. Responsibilities of a sponsor

The sponsor's role may include:

- supporting the applicant through the VRF application process, including writing a supporting statement for their application
- introducing them to other members of the School/CORE, and providing them with an induction into the University
- guiding applicants to relevant areas of the University of Brighton campus and facilities in advance of their visit
- Being responsible for the health and safety of the VRF and their activities, including ensuring suitable induction, approval of risk assessments, and oversight of activity to ensure that it does not pose unacceptable risk to individuals or the university
- meeting with the Fellow to answer any questions they may have or direct them to someone who can help them.

The purpose of appointing Visiting Research Fellows is to contribute to the intellectual life of the University. With this in mind, those proposing the appointment of a VRF should agree with the Fellow in advance what outputs are expected from the Fellowship and include details of the topic and deliverables in the application form.

Further information and support surrounding inductions can be found on the [Research Orientation for New Staff](#) page.

5. What is the application process for Visiting Research Fellows?

The process for Visiting Research Fellows to apply and then be approved is as follows:

01. Potential applicant arranges a sponsor within School/CORE
02. Applicant completes VRF application form and IT account form. The sponsor **must** complete a section of the application form, including writing a supporting statement for the applicant. The sponsor should also assist the applicant in the completion of the form and ensuring all necessary sections are completed and signed off.
03. The applicant and sponsor submit the application to the VRF inbox. Decisions on appointments are made by the central research and knowledge exchange team.
04. Once approval is granted, the RaKE Team will write to the applicant and sponsor to confirm approval.
05. Arrangements are then made with VRF Administrator regarding paying of administration fee (and bench fee if appropriate).

06. Following confirmation of payment and visa if needed, the RaKE team will send the School Operations Manager the paperwork and ask to begin the process of setting up the IT account for the applicant. Colleagues from within the school will then be responsible for sending the finalised details of the IT account (e.g., username and email) to the RaKE team.

07. If the applicant has applied to receive a Pure profile, the RaKE team set this up once they have received IT account details. Once set up is completed, they will contact the applicant and sponsor to confirm.

6. What happens at the end of Visiting Research Fellowship?

At the end of the VRF's term with the University of Brighton, access to resources such as IT facilities and Pure, will be removed. This will include the removal of all records uploaded to Pure and access to the VRF's UoB email account. Removal of access will be scheduled for the end date provided on the application forms. If additional time with the institution is required, the Visiting Research Fellow and their sponsor would need to complete a new application. To keep access to the existing IT account, the new application must be submitted and approved a minimum of one month before the original end date.

Applications should be submitted **at least one month prior** to the date their VRF appointment is due to start, and ideally longer than this; this is to ensure there is enough time for the various necessary administrative procedures to be completed before the VRF's visit commences. Applicants requiring visas will not be eligible for additional time.

7. Fees

A one-off administration fee of **£200** must be paid to the University of Brighton to cover the costs of support and facilities use for the duration of the visit. The fee must be paid before the VRF can access University of Brighton facilities and receive University accounts. If additional resources or inputs are required by the scholar, such as laboratory/studio/practice space, then an additional bench fee of £200 per month will be charged.

Payment for Visiting Research Fellows can be covered in the following ways:

- the individual applicant can finance their own application
- by the CORE that the applicant wishes to work with
- the School the applicant will be working with can agree to waive the cost.

8. Further advice and information

Full applicant guidelines can be found in the guidance document 'Visiting Research Fellows - Guidance for Applicants'. Please ensure you and the proposed VRF consult this guidance when making an application.

Please contact VRF-RaKE@brighton.ac.uk if you have queries about this scheme.