sicsa*
The Scottish Informatics & Computer Science Alliance

Distinguished Visiting Fellow (Industry & Academic) Guidelines

SICSA can provide funding for Scottish Informatics and Computing Science academics to host Distinguished Visitors from the UK and abroad, for any period of time, up to a maximum of three months. Visitors can be from Academia or Industry and the Proposer(s) should be researchers associated with SICSA – i.e. any ICS academic working in a SICSA member institution. If more than one academic is involved in in proposing the visit, a lead proposer should be identified to submit the bid.

The scheme is designed to provide wider benefits for the Scottish research community including knowledge exchange, mentorship, access to new industry and academic partners the development of new research programs with other academic institutions and industry.

Conditions of Funding

- All visitors must present at least one seminar which is open to all members of the SICSA community.

- All visitors must visit at least two SICSA institutions during their stay.

- For visits of 2 weeks or more, visitors will be expected to present a master-class on their work aimed at the SICSA postgraduate community. Normally, this should consist of at least 3 presentations pitched at the level of an interested PhD student. This could be combined with a seminar presentation, or it could form part of a SICSA Workshop (which the postgraduate community can attend and can reasonably be expected to be able to benefit from) or a SICSA Summer School. It would be helpful if any such activities (if split between sites) could take into account the geographical dispersion of SICSA institutions.

- Proposals must explain why the visitor should be considered to be a "distinguished" visitor. For a senior visitor, the distinction may relate to professional reputation and a recognised body of work. For a more junior visitor, we would expect to see evidence of an accelerating career trajectory and exceptional achievements for their career stage.

- SICSA Funding can only be applied to the travel, accommodation and subsistence costs for the named visitor. Travel partners and dependents must be funded from other sources where applicable.

- In order to allow SICSA to gain maximum value and to build on visits, proposers should write a short (approx. 300 word) report on the visit. This should detail the activities undertaken, the links/collaborations that have been created and/or enhanced and, importantly, activities or actions which are planned as a result. Payment may not be made until this has been received.

- SICSA must be notified of all planned activities in advance to allow students from across SICSA every chance to attend. Failure to provide this information will result in funding being revoked.

Costing a Proposal

The following standard rates should be used when costing your proposal in your application.

Travel costs:
Visitors from the UK: £160 for a return journey
Visitors from Europe: £300 for a return journey
Visitors from North America: £600 for a return journey
Visitors from Asia, Australasia, South America, etc.: £1000 for a return journey

Travel between SICSA institutes: up to £100 in total for the duration of the visit.

Travel should be by means of the most economical form of transport available, i.e. if public transport links are good, taxi fares will not be eligible.

Accommodation and subsistence:
SICSA will contribute up to £700 a week towards accommodation/subsistence costs for the first 2 weeks of a visit and £500 a week for subsequent weeks, up to a maximum of 13 weeks (3 months).

Subsistence will be applied at a rate of £25 per diem where receipts are not provided.

Worked Example: 4 week visitor from Germany

Return Travel	£300
Internal Travel	£100
Accommodation & Subsistence	£2400
Total	£2800

Application Process

- Applicants should apply using the relevant downloadable form provided and return to admin@sicsa.ac.uk during the next open funding call. Please see main website for call dates.

- After submission of the form, the proposal will be considered by a panel of reviewers and the outcome will be announced within 4 weeks.

- Please note that SICSA will usually only consider applications where the visit is scheduled to take place a minimum of three months after the call closing date. For example if you submit an application in the 28 February round, your proposed visit should be scheduled for no earlier than 1 June. Exceptional circumstances may be considered, however you are advised to contact admin@sicsa.ac.uk in advance.

If you have any questions about Distinguished Visiting Fellow funding, please contact admin@sicsa.ac.uk.

Planning the visit

Once your application proposal for your distinguished industrial visitor has been accepted by the board, please follow these guidelines to ensure your visit meets our requirements.

- Details of visits (and associated events such as seminars and presentations) should be emailed to admin@sicsa.ac.uk at least one month in advance. This information will be made available via the SICSA web pages and will give the opportunity for members of the SICSA community to see who is coming and to plan possible interaction with them.

- Where possible the proposer should take steps where possible to arrange for distinguished industrial visitor presentations to be recorded and made available through the SICSA web site (this could be on a local or other site with a link or they could be stored directly on the SICSA site). This is to ensure that staff and students who were not able to attend can view the appropriate content. It also allows SICSA to have a tangible record of visits, which will be available after the visits are complete. If it is not possible to record the sessions, materials from the session such as slide sets should be sent to admin@sicsa.ac.uk to upload to the SICSA website.

- The proposer is responsible for all aspects of arranging and co-ordinating the visit including ensuring accommodation and visitor access at institutions has been arranged in advance of their arrival. The SICSA administrative team are not responsible for any part of this process.