

## Distinguished Visiting Fellow (Industrial or 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.

There will be consideration for additional funding if the proposal supports activities across different SICSA Research Themes, Research Pools and is in relation to current challenges.

The scheme is designed to provide wider benefits for the Scottish research community including:

- Cross disciplinary research themes
- Knowledge Exchange
- Mentorship
- Access to new industry and academic partners
- Development of new research programs with other academic institutions, SFC Research Pools and industry.

### Costing a Proposal

The following should be applied when costing your proposal:

#### Travel Costs:

- Visitors from the UK: £160 return journey
- Visitors from Europe: £300 return journey
- Visitors from North America: £600 return journey
- Visitors from Asia, Australasia, South America etc.: £1,000 return journey

Internal travel between SICSA institutions: £100

Travel should be by means of the most economical form of transport (first class/business class will not be permitted)

#### Accommodation Costs:

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 Costs

Subsistence will be reimbursed based on receipts (maximum daily amount applies)

### Application Process

Applications should be submitted via [admin@sicsa.ac.uk](mailto:admin@sicsa.ac.uk) by the stated deadline (see [SICSA Funding web-page](#))

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. Exceptional circumstances may be considered; however, you are advised to contact [admin@sicsa.ac.uk](mailto:admin@sicsa.ac.uk) in advance.

### **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](mailto: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](mailto: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.