# Application for IAS Research Summit

Please complete this application form and send to ias@lboro.ac.uk by the deadline stated on the [IAS website here](https://www.lboro.ac.uk/research/ias/opportunities/researchsummits).

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| **Theme of Proposed Summit**  |  |
| **Route:** **Speculative OR Extensive**  |  |
| **Proposed Dates** (Please indicate at least two possible weeks within the specified round, in order of preference) |  |

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| **Coordinating Team** *(N.B. There should be at least 2 Co-Leads, plus up to 2 other coordinators)* | **Full name and email** | **School** |
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| **Abstract** *Please expand upon the theme of your proposed Research Summit, making clear how and why it is timely, and compelling, and demonstrating its potential to generate thought leadership through international dialogue and interdisciplinary collaboration. NB – In writing the abstract, please bear in mind your choice of Speculative or Extensive Route, per the descriptions in the call for proposals. (Maximum 350 words.)*  |
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| **Indicative List of International Fellows:** *please list up to 5 international scholars you would like to invite as IAS Fellows to participate in the Summit. Please highlight those already approached who have expressed interest.* |
| **Name** | **Institution and Link to online profile** | **Approached / expressed interest? (Y / N)** |
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| **List of Loughborough University colleagues whose research aligns to the theme of the proposed Research Summit***: please highlight those already approached who have expressed interest.* |
| **Name** | **School** | **Approached / expressed interest? (Yes / No)** |
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| **Anticipated outputs and impact** *(e.g.,**development of new research collaborations; publications; funding proposals, etc.) Please delineate the planned outputs and impact. How will the Summit establish LU thought leadership internationally? What are the potential benefits; what difference will the Summit make to the University and its research communities? 300 words*  |
| **Outputs:****Impact:** |

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| **Proposed workshops and networking meetings with IAS Visiting Fellows** *Please outline the programme of activities with IAS Visiting Fellows planned for the week of the Summit (not including the public-facing IAS Roundtable and Friends and Fellows Coffee Morning), focusing on how these activities will support the development of the outputs and impact above (500 words)*  |
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| **Track record of management team** *Please outline experience of collaboration, organisation and oversight of programmes of events, etc. If the proposed Research Summit draws on any existing research collaborations, please explain what added value the Summit will bring. (300 words)* |
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| **Funding sought, including a breakdown of costs per the below categories**(You may apply for a maximum of £15,000)The IAS will book and arrange all travel and accommodation for the Fellow(s) and will communicate with the Fellows directly.* Travel – Economy flights as standard. Be sure to include the cost of baggage for Fellows, transfers at both ends, and any other similar costs, as **we are unable to increase funding once awarded**.
	+ Please use Clarity Travel for costings, where possible. Also note below departure and arrival airports for flights.
* Accommodation - Please cost this at £110 per night at Burleigh Court Hotel (includes breakfast) for the Midlands campus. London prices will need to be checked with Clarity Travel.
* Subsistence - Fellows are permitted a maximum subsistence of £35 each day for evening meals, and £15 for lunches ([University Expenses Policy](https://internal.lboro.ac.uk/info/finance/staff/expenses/)).
	+ Receipts will be required for accurate reclaims up to the £50 maximum, Fellows will not receive a flat ‘Stipend/Honoraria’.

*Please Note: If there are any anticipated costs that are not noted here, please contact us. The IAS do not cover or arrange Travel Insurance.**Family members/guests are welcome to stay on campus with Fellows, but we cannot fund their accommodation or travel. Please let us know if your Fellows intend to travel with others.* |
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| **Visas** Do any of the Fellows associated with the Summit require a Visa?*We would typically not cover standard Visa costs but will review this on a case-by-case basis if requested.* *If the Fellow’s intended visit date is within 12 weeks of the application closing date, we can look to support costs for the Visa ‘*[*Priority Service*](https://www.gov.uk/faster-decision-visa-settlement)*’ to ensure they are arranged in good time.* **ATAS**Please also check if this visit will require ATAS approval and apply for this if needed, before submitting this form - <https://www.lboro.ac.uk/study/apply/support/atas/> *This only applies to certain subject areas, where the knowledge gained could be used in the development or delivery of weapons of mass destruction (e.g., certain science, engineering or technology subjects), and can take 6 working weeks to obtain.* |
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***N.B.*** *The IAS budget is set annually. If you cannot spend the IAS funds allocated to your project by 31st July of the academic year of the award, you will need to reapply in the next academic year.*

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| **For IAS Use Only** |
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