

## **The NCRM International Visitor Exchange Scheme (IVES)**

### **1. Summary**

1.1 The National Centre for Research Methods (NCRM) is pleased to invite applications for the fourth round of its International Visitor Exchange Scheme (IVES). IVES is aimed at enabling UK social scientists to engage with methods development internationally, in order to stimulate debate and develop ideas (with associated outputs) in relation to methodological innovation in the social sciences. The scheme provides for incoming and outgoing visiting scholar awards from the Social science only. The incoming visiting scholar awards are for noted overseas experts working at the forefront of key methodological areas to visit a UK centre of methodological excellence in the social sciences. The outgoing visiting scholar awards will enable early and mid-career researchers from the UK in the social sciences to visit a centre of methodological excellence in the social sciences outside the UK. Applications for both types of visitor exchange schemes must be submitted via a UK Higher Education Institution (HEI), either as the employer of the outgoing scholar, or the host of the incoming scholar.

1.2 The NCRM IVES awards are intended to provide flexible support for a programme of activity with the objective of advancing methodological understanding and practice in the social sciences. Activities which might constitute an IVES programme of activity include (but are not limited to): focussed research projects, development of collaborative research proposals, research events and seminars, the provision of training and related workshops.

1.3 There are no topic restrictions, but applications should address methodological innovation in one or more social science discipline. Proposals that directly address topics highlighted by the NCRM's research needs consultation are particularly encouraged (<http://eprints.ncrm.ac.uk/3744>).

1.4 The deadline for receipt of applications is 31 January 2018. Successful grants will be announced at the end of February 2018 to start on or after 1 April 2018, projects must be completed by 31 January 2019. Applications must be submitted by a UK Research Organisation eligible for Research Council Funding. The duration of the visits would normally range from 1 to 3 months, although there may be more than one visit per application. Applicants are encouraged to seek both institutional and additional funding from the partnering country.

1.5 Applications must be made by email and must be submitted with a letter of support from the head of the hosting department. The application process is detailed in section 6.

### **2. Aims and scope**

2.1 NCRM aims to stimulate imaginative developments in methods and to be responsive to new methodologically-related needs and opportunities as they arise within the social science community. NCRM's overall mission is to provide a strategic focal point for the identification, development and delivery of an integrated national research and training programme aimed at promoting a step change in the quality and range of methodological skills and techniques used by the UK social science community. Information about the Centre's activities can be found at [www.ncrm.ac.uk](http://www.ncrm.ac.uk)

2.2 As a complement to its longer-term research programme, the Centre commissions an annual international visitor exchange scheme focusing on research methods. The aim of the scheme is to enable UK social scientists to engage with methods development internationally, in order to stimulate debate and develop ideas (with associated outputs) in relation to methodological

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innovation. In order for the UK research base on social science methodology to thrive, it needs to engage as a joint enterprise with the best researchers, organisations and facilities, wherever they might be found. Such collaboration can greatly benefit the UK research community. It may be the key to accessing and exploiting a wider range of data sources, engaging with new techniques or perspectives, or of facilitating cross border comparative work. Note that the scheme cannot fully fund symmetrical international links between complementary centres of excellence in the UK and elsewhere although it is hoped that it may enable such centre-to-centre links as well as more individualised arrangements.

2.3 The NCRM International Visitor Exchange Scheme (IVES) scholars are expected to engage in research activities primarily and may also include training activities. Research activities include catalysing activities (stimulating research and promoting debate on new methodological challenges in specific methodological areas of interest) and synthesising activities (reviewing developments within a specific methodological field and/or identifying commonalities between different fields). We encourage engagement with other NCRM research groups and activities (<http://www.ncrm.ac.uk/research/>). Training and Capacity Development activities include contributions to the NCRM short course and online resources programme. Please contact the NCRM Training and Capacity Development Director ([g.durrant@southampton.ac.uk](mailto:g.durrant@southampton.ac.uk)) for further details and to discuss potential contributions to NCRM training.

2.4 Proposals should be characterised by a common focus on method rather than discipline. This may be reflected in the interdisciplinary composition of networks, the methodological outputs, and/or in the demonstration of transferability of the method to other disciplines or substantive contexts.

2.5 Applicants will be expected to provide details of their visitor exchange proposal for the NCRM website.

### **2.6 The incoming visiting scholar programme**

2.61 In addition to collaborative research activities, the incoming visiting scholar programme is expected to contribute to research and training events. This might include any, or all, of the following:

- small expert workshops between international visitors and UK centres of excellence designed to facilitate intensive research interaction. We strongly encourage these centres to invite other UK specialists for these workshops. The normal expectation is that these workshops will lead to outputs such as publications or the development of collaborative research proposals.
- related training events, such as short courses, including both those targeted at the centre's members and those targeted at wider audiences.
- contributions to the NCRM's methodological review papers series. Details of expected outputs, such as methodological review papers, reports on expert meetings, training materials and bibliographies should be provided in proposals. It is expected that the materials produced from the visit as well as slides from presentations at related events will be archived and made available via applicant's own institutional websites.

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- contributions to the development of online training programmes, such as short courses, podcasts, Open Education Resources or the development of an online module in an area of expertise. Please contact the NCRM Training and Capacity Development Director ([g.durrant@southampton.ac.uk](mailto:g.durrant@southampton.ac.uk)) for further details and to discuss plans. Additionally, visiting scholars are encouraged to disseminate their research outputs and events through NCRM's communications outputs, such as the MethodsNews newsletter and podcasts.

2.62 A final report detailing the project deliverables and outcomes and the contribution of the visitor exchange proposal to the broader NCRM remit will be required within 3 months of completion of the visit (3,000 words).

### **2.7 The outgoing visiting scholar programme**

2.71 The outgoing visiting scholar programme will involve early (1-4 years since PhD award) to mid career (4-8 years since PhD award) researchers visiting international centres of methodological expertise in the social sciences. They will be expected to engage in training and capacity development that would otherwise not be available in the UK.

2.72 There is an expectation of co-authored methodological publications (in methods journals) with members of the centre of methodological excellence. This could lead to the development of joint research grant applications, but such joint grant applications are not expected of all IVES awards.

2.73 The visiting scholars are expected to contribute to the NCRM's methodological review papers series. Details of expected outputs, such as methodological review papers, reports on expert meetings, training materials and bibliographies should be provided in proposals. It is expected that the materials produced from the visit as well as slides from presentations at related events will be archived and made available on the NCRM website.

2.74 Upon returning back to the UK, the visiting scholars are encouraged to contribute to the NCRM training programme, such as short courses, podcasts, Open Education Resources or the development of an online module in an area of expertise. Please contact the NCRM Training and Capacity Development Director ([g.durrant@southampton.ac.uk](mailto:g.durrant@southampton.ac.uk)) for further details and to discuss plans. Additionally, visiting scholars are encouraged to disseminate their research outputs and events through NCRM's communications outputs, such as the MethodsNews newsletter and podcasts.

2.75 A final report detailing the project deliverables and outcomes and the contribution of the visitor exchange proposal to the broader NCRM remit will be required within 3 months of completion of the visit (3,000 words).

### **3. Eligibility**

3.1 Applications must be made by a Principal Investigator (PI) located at a UK Research Organisation eligible for Research Council Funding - <http://www.rcuk.ac.uk/funding/eligibilityforrcs/>. The PI must show evidence of methodological expertise in a social science discipline.

3.2 The lead international collaborator will be identified as an International Co-Investigator in the proposal. For visits outside of the UK, this will be lead academic at the hosting institution. For visits

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to the UK, this will be the visiting academic. The international collaborator must show evidence of methodological expertise in a social science discipline.

3.3 Applications from early career academics (up to 4 years post PhD award by the application deadline) and mid-career academics (between 4 and 8 years post PhD award by the application deadline) from the UK to visit international centres of expertise are encouraged. 3.3 Applications may include Co-Investigators from across several institutions both within the UK and Overseas. All Co-Investigators must make a significant contribution to the IVES Award. However the UK Principal Investigator must take the lead in the application and submit the proposal by email.

3.4 Overseas partners can be located in any country or countries.

### **4. Eligible costs**

4.1 The funding limit is a maximum of £5,000. Funds can only be used for travel, limited subsistence and other networking or collaborative activities, such as workshops, summer schools and exchanges (in either direction: from and to the UK). Collaborative activities are not limited to the PI and Co-Is and we encourage the involvement of early/mid career researchers and PhD students in UK based events and workshops.

4.2 The International Visitor Exchange Scheme is non-FEC, therefore investigator time, estates costs, indirect costs, etc., are not eligible costs. Travel and limited subsistence (UK and Overseas) are eligible and are expected to make up the majority of the requested costs. Some secretarial support, consumables, costs for venue hire and setting up websites may be included.

4.3 Each application is expected to run over a maximum period of three months from April 2018- Jan 2019. The visits may be split across different periods within timeframe although separate visits will need to be justified.

4.4 NCRM has a remit to ensure the involvement in its activities of social scientists from across the different regions and countries of the UK. It is important that applicants take this into account in their proposals. Consideration should be given to this in the planning of any open meetings.

4.5 Applicants are encouraged to seek both institutional and additional funding from the partnering country. This could include a monetary contribution from the applicant's institution or department or an in kind contribution such as venue hire or accommodation costs. This forms part of the assessment criteria, and therefore any co-funding should be clearly set out in the application.

4.6 Applications must clearly show how the IVES funding support will add value to UK social science methodology and facilitate longer-term collaborations between UK and partners overseas.

### **5. Assessment**

5.1 IVES applications will be assessed against the following criteria:

- Alignment of the award to topics highlighted by the NCRM research needs consultation.

The methodological expertise of the PI, international co-applicant and host institution

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- The expected methodological outputs of the IVES award (for instance, possible development of joint research proposals on methodology, joint publications in methodological journals, etc).
- The uniqueness of the opportunity and methodological expertise of the overseas partner (for instance where the collaboration is in an area of research of particular strength).
- The opportunities for engaging early/mid career social scientists and PhD students.
- Whether the collaboration is a new linkage or an ongoing partnership (if collaboration is ongoing, the new aspects brought to the partnership by the visit must be highlighted)
- The level of the contribution made by the UK institution towards the development of the award.
- The level of contribution made towards the IVES award from other sources.

5.2 Proposals will be assessed by members of the NCRM Senior Leadership team. They will then be ranked by the international strategy team based on grades and comments received. The Director of the NCRM's International Activities will confirm the final funding decision. Informal feedback for unsuccessful applicants will be made available upon request.

5.3 Please note as per ESRC Research Funding Rules, applicants who attempt to lobby or canvass NCRM Committee or Panel Members on behalf of any current application, or of applications about to be made in current competitions, in such a way as to seek to influence improperly the prospects of the application, will be disqualified. Committee or Panel members are required to notify the Director of Research about any such lobbying or canvassing.

## **6. Further application guidance**

### **6.1 Project summary (maximum of 1 side of A4)**

This document includes:

- Project title (maximum limit of 150 characters)
- The names of the Principal Investigator (PI) and Co-Investigators, and related research departments and institutions
- The name the hosting research department and institution
- The disciplines and methods represented in the project
- Objectives : Please list the objectives of the International Visitor Exchange Scheme proposal in order of priority.
- Summary (4000 character limit): Please provide a plain English summary of the research you propose to carry out in a language that could be publicised to a general, non-academic audience.

Investigators may be from more than one Research Organisation but the PI must be from the organisation that will submit the grant. The PI will take intellectual leadership of the project. Please note that the lead international collaborator for both outgoing and incoming awards will have to be listed as an International Co-Investigator under this scheme. The International Co-Investigator will need to be an academic researcher from an established International Research Organisation of comparable standing to an ESRC eligible UK Research Organisation.

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### **6.2 Letter of support from the head of the hosting department**

The letter needs to confirm hosting arrangements including access to office space, IT support, etc, and that the directly incurred and directly allocated costings are correct.

### **6.3 Resources**

The NCRM IVES awards proposals are costed on a non fEC basis. Funds can only be used for travel, limited subsistence and expenses related to networking or collaborative activities (eg room hire, some secretarial support, catering, photocopying, printing costs are allowed). Costs exclude funding of researcher resource time and associated fEC costs, therefore the following costs are ineligible; estate costs are an ineligible cost; indirect costs are an ineligible cost. All resources requested must be fully justified in the Justification attachment.

Travel and limited subsistence costs: detail each item of travel and limited subsistence required for your project.

Other directly incurred costs: including specified consumables and costs for venue hire can be included.

Other directly allocated costs: including a share of the costs of Departmental support staff, for example for help with organising an event.

NCRM will administer the award, book relevant travel and accommodation, and pay invoices related to the project to the relevant HEI. IVES scholars will need to submit expense claim forms with receipts for re-imbursement of other travel related expenses.

### **6.4 Project partners**

Applicants are encouraged to seek both institutional and additional funding from the partnering country. This could include a monetary contribution from applicant's institution or department or an in kind contribution such as venue hire or accommodation cost. A letter from the 'Host' or 'Partner' organisation confirming the level of support specific to this proposal should be included as an attachment.

### **6.5 Attachments**

In addition to the IVES application form, 'Supporting letter from the head of the hosting department' and 'CV' are the standard mandatory attachments.

### **6.6 Case for Support (Standard Proposals) (maximum of 2 sides of A4, including references)**

This is the body of your proposal. It must include the following sections:

- The main scientific objectives
- Description of the proposed collaboration and evidence of the methodological expertise in the social sciences of the applicants and host institution

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- How the collaboration will address the methodological issues and topics raised in the NCRM Research Needs consultation.
- How the partnership/networking will be sustained beyond the period of the project.
- Plans for engaging early career researchers and their methodological training.
- Potential methodological outputs in terms of research events, publications and proposals. See sections 2.6 and 2.7 for examples of outputs.
- List of others participants in the projects (eg: guest speakers, other team members from the UK and international which are not named as investigators in the proposal, etc.).
- Contribution to be made by international partner/countries, or host UK Institution.
- All materials must be produced in font size 12 or above. Each page should be numbered with minimum margins in all directions of 2cm.

### **6.7 Justification of resources (maximum of 1 side of A4)**

A one side A4 statement justifying the resources required to undertake the research project. Where you do not provide explanation for an item that requires justification, it will be cut from any grant made.

### **6.8 CV (maximum of 1 sides of A4 per CV)**

A CV for each applicant must be included. This should include contact details, qualifications (including class and subject), academic and professional posts held since graduation, a list of the most relevant and recent publications, and a record of research funded by the ESRC and other bodies. CVs are not required for seminar participants or speakers who are not applicants or co-applicants.

### **Commissioning timetable**

- Call opens on Wednesday 1 November 2017
- Deadline for submitting proposals is at 16.00 on 31 January 2018
- Decisions to applicants by the end of February 2018
- Projects start on 1 April 2018
- Projects must be completed by 31 January 2019

### **Further enquiries**

Applicants wishing to discuss the IVES scheme should contact the NCRM International Activities Director:

Professor Tarani Chandola [Tarani.Chandola@manchester.ac.uk](mailto:Tarani.Chandola@manchester.ac.uk)