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| **Project title** | |
| *(150 character limit)* | |
| **Type of award: Outgoing visitor/Incoming visitor** | |
| **Principal Investigator (PI)** | |
| Name |  |
| Department |  |
| Institution |  |
| Primary discipline. If non-social sciences, describe the contribution of the IVES to the social sciences |  |
| Evidence of Methodological expertise in the social sciences |  |
| Email Address |  |
| Correspondence address |  |
| **Co-Investigators (add more if necessary)** | |
| Name |  |
| Department |  |
| Institution |  |
| Primary discipline. If non-social sciences, describe the contribution of the IVES to the social sciences |  |
| Evidence of Methodological expertise in the social sciences |  |
| Email Address |  |
| Correspondence address |  |
|  | |
| Name |  |
| Department |  |
| Institution |  |
| Primary discipline. If non-social sciences, describe the contribution of the IVES to the social sciences |  |
| Evidence of Methodological expertise in the social sciences |  |
| Email Address |  |
| Correspondence address |  |
| **Hosting research department and institution** | |
|  | |
| **The disciplines and methods represented in the project, and evidence of expertise of the host department in these methods. Please describe the indicators of international esteem in social science methodology.** | |
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| **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.* |

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| **Case for Support (Standard Proposals) (maximum of 2 sides of A4, including references): Page 1** |
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| **Case for Support (Standard Proposals) (maximum of 2 sides of A4, including references) Page 2** |
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| **Justification of resources (maximum of 1 side of A4)** |
| *Where you do not provide explanation for an item that requires justification, it will be cut from any grant made.* |

**Notes**

1. 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. 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.
2. Case for Support – must include:

* 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
* 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.

1. 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.
2. All resources requested must be fully justified in the Justification attachment.

* Travel and limited subsistence costs: detail each item of travel and 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.

1. 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.
2. 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.
3. Applications need to be made in font size 12 or above and standard margins sizes must be maintained.

**Checklist**

* Fully completed application form
* Supporting letter from the head of the hosting department
* CV

**Completed applications should be emailed to** [**claire.spencer@manchester.ac.uk**](mailto:claire.spencer@manchester.ac.uk)

**Deadline - 16.00 (GMT) on 31 January 2018**