**Bristol Benjamin Meaker Distinguished Visiting Professorships and Bristol Next Generation Visiting Researcher Programme FAQs**

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# How many applications can I submit?

We accept one application per Bristol host per round. This is because the visits are designed to be an intense period of collaboration between the host and the visitor that will encourage a long-lasting relationship, with co-authored research publications and joint research funding bids being key indicators of success.

# I’m not sure when the visit dates will be: can I enter TBC on the application form?

In order to accept the application, we require specific visit dates that fall within the range outlined in the funding call document. If your application is successful and it turns out you need to move the dates then we will work with you on this depending on the availability of Principal's House, our dedicated on-campus accommodation facility.

# Does the award cover visa application costs?

Yes, you must include this cost in the travel costs section on the application form.

# When can I expect to hear the outcome of my application?

We aim to communicate outcomes to all applicants within two months of the submission deadline; however, this can occasionally vary due to factors including reviewer availability and the volume of applications.

# Can I change the dates of my visit after my application has been awarded?

If your circumstances have changed and you need to explore changing the dates of your visit please contact the IRD team as soon as possible in order to discuss. All changes will need approval from the IRD team, so please do not make any arrangements (e.g. booking flights) until you have discussed the proposed changes with us and provided us with the rationale. We will need to take into consideration several factors which include the implications for the delivery of the project and activities outlined in the original proposal, the availability of accommodation, and budgetary constraints. Funding for our schemes are based on the University of Bristol academic year which runs from August to July, and it is therefore sometimes only possible to allow date changes within the same funding year. If the rescheduled visit were to fall into the next funding year the application may need to be resubmitted to be considered alongside any new applications for that year.

# Can I shorten or leave early during my stay in Bristol?

We understand that circumstances can change; however, award decisions are made based on the information provided in the application, including the proposed timing and duration of your visit. Reducing the length of the visit could have implications for your ability to meet the aims and outcomes of the original proposal, and this therefore needs to be taken into consideration. If you would like to request to shorten your visit or leave early due to unforeseen circumstances, you must contact the IRD team as soon as possible to discuss your options. Please be aware that there may be financial implications to cutting a visit short, including a requirement to repay any subsistence payments made in advance for the days you were due to be resident in Bristol.

# Can I bring my family?

Awards are normally made based on the provision of accommodation to the award holder themselves only in Principal’s House, which is our dedicated on-campus accommodation facility. This accommodation is not suitable for families. This is due to a number of factors including lack of space, for example some suites sharing kitchen facilities, and the need for the building to remain a calm and peaceful location suitable for working and resting. If you would like your family to join you for your visit you will need to make arrangements for alternative accommodation suitable for your needs at your own expense.

We recognise, however, that in some cases a visitor has caring responsibilities which mean it is impossible for them to visit Bristol without being accompanied by their families. We therefore have a budget set aside to cover the costs of external accommodation for families in exceptional circumstances where the lack thereof would be a significant barrier to participation. This could be, for example, where the applicant has very young children, where a member of the family has particular caring requirements, and/or the applicant is a sole carer. There is a limited amount of funding available to pay for external accommodation suitable for families, so please carefully consider whether you need to request that an exception to be made for your visit, and ensure you refer to the guidance on the call webpage.

The form will need to be submitted as an attachment to your main application in order that both can be reviewed at the same time by the IRD Academic Review Panel.

# What should I do if my University of Bristol host leaves the University and is no longer able to host me?

If your University of Bristol host is no longer available because they have left the University please contact the IRD team as soon as possible in order to discuss. It might be possible to identify an alternative host in liaison with the Head of School, we would also need to discuss how much this might impact your planned collaborative project, any changes will need to be approved by the IRD team before the visit can go ahead.

# How and when will I receive my award funding?

Once you have booked your travel (flight or train) you will need to send the IRD Officer your travel itinerary and receipt and your bank information in order that we can initiate the process for transferring funds. The award payment will usually include both your travel and subsistence and will be paid by bank transfer. Where there is a significant amount of time before the visit takes place, however, the subsistence payment may be made nearer the time of the visit.

For security reasons we transfer all monies to bank accounts. This gives us an audit trail and ensures we have a record of the exact amount of money that has been paid by us and to whom it has been paid.

We make these subsistence payments in advance of your visit in good faith to help facilitate your visit planning and to avoid our visitors being left out of pocket. Please be aware that before receiving your subsistence payment, you will be required to submit a statement confirming that you understand that if the visit does not take place or is cut short, you may be required to reimburse the University of Bristol for subsistence payments relating to any days not spent in Bristol.

# How do I organise my seminars and lectures?

You will need to work with your University of Bristol academic host to identify the day(s) and time(s) for delivery of your events. Your host department/school will help to book rooms and publicise the events. Please make sure that you email the IRD team with these details as soon as possible in order that we can update your web profile page and list the events on the IRD website. We can also help to promote public/open lectures via other channels, including the [University of Bristol pub events webpage](https://www.bristol.ac.uk/events/) and Twitter/X.

# Who will arrange my accommodation?

The IRD officer will arrange accommodation for you in Principals House which is located centrally on campus for the duration of your agreed award. The building is occupied by international visiting academics. All rooms have ensuite bathrooms with shower. The shared kitchen is equipped with a washing machine/dryer, dishwasher, hob oven, fridge/freezer, microwave, toaster, kettle and all crockery and cutlery. Rooms are serviced once a week with a weekly turnaround of fresh towels and bed linen. Residents are considered ‘tenants’ and a Licence Agreement will be sent to you 4-6 weeks prior to your arrival, on receipt of the returned signed copy instructions will be sent detailing location and arrival information. On rare occasions when Principals House is fully occupied, we may need to find alternative suitable accommodation nearby for some of our visitors.

If you want to spend extra time in Bristol, or elsewhere in the UK, before or after your official visit dates, you will need to make these arrangements yourself at your own expense.