**Santander Universities Researcher Mobility (Outgoing) Awards 2018/19**

 **Guidance Notes**

**Aim:** The aim of the award is to enable academic staff and PhD students at the University of Surrey to spend up to six months at a higher education institution overseas undertaking research activities. For staff there is a particular focus on developing links that will lead to joint research bids, co-authored publications and/or curriculum innovation.

**Eligible applicants:** The awards are open to all permanent staff and full-time PhD students at the University of Surrey.

**Eligible universities:** The visit should be to a university outside of the UK listed as part of the [Santander Universities Network](http://www.santander.com/csgs/Satellite/CFWCSancomQP01/en_GB/Corporate/Sustainability/Santander-Universities-/Santander-committed-to-Higher-Education.html). Please click on the link for a full membership list and note that some institutions hold membership at Faculty/Department level.

**Eligible costs:** Awards of up to £2,000 are available. The funds may be used to support international and local travel, accommodation and subsistence. Consumables (such as IT equipment/lab materials/testing equipment) are **not** an eligible expense.

**Timing:** The visit must take place by 31 December 2019. PhD students must be enrolled at the University at the time of the visit.

**Application process**: PhD students interested in applying should discuss their application with their supervisor at Surrey. Staff should discuss their application with their Line Manager. Completed application forms should be submitted electronically to Louise Lawton (louise.lawton@surrey.ac.uk) in the Global Engagement Office.

**Application deadline**: **Friday 30th November, 17:00 GMT**

**Evaluation:** In assessing the applications, the evaluation panel will consider the following:

* The extent to which there is a clear rationale for the visit
* The ranking / profile of the university being visited
* The expected outcomes from the visit
* How well the visit aligns with the University’s [Global Strategy 2018 -2022](https://www.surrey.ac.uk/sites/default/files/2018-03/Global%20Strategy_final_January%202018.pdf)

**Reporting:** Successful applicants will be asked to submit a report following their visit. The format of the report will be written but images and engaging content such as a video diary/blog are encouraged. At a minimum, the report should summarise the activities undertaken, what was learned, and how the visit added value. Reports will be shared with Santander Universities UK and may be used on the University and Santander websites and via social media, including LinkedIn and Twitter.

**Travel bookings:** All travel bookings need to be made via [Ian Allan Travel](https://portal.ianallantravel.com/uos/). Further details, including how to register for the online booking tool, can be found via the Business Travel pages on SurreyNet. All other expenses should be claimed via a staff expense claim form. Successful applicants will be given a specific project code which can be used to make bookings and claim for expenses. Further details on the University’s staff expenses policy can be found here: <https://www.surrey.ac.uk/policies/staff_expenses_policy.htm>

**Travel insurance:** All students and staff should read the Travel Insurance and Health and Safety advice on the Business Travel pages found on SurreyNet.

The University’s Personal Accident and Travel insurance automatically covers all staff and students whilst undertaking authorised visits involving travel outside England, Scotland and Wales. We ask that all travellers review the information and follow provided on the following page: <https://surreynet.surrey.ac.uk/staff-services/insurance/travel-insurance>

Travellers are strongly advised to download TravelCert – an app which provides access to a personalised insurance certificate and contact details should you need to make a claim. Additional insurance cover should be taken out for extra-curricular activities/sports and additional non-work related travel.

**Health and safety:**

All travellers should inform themselves as to possible risks at their destination. The Riskline tool provided by Ian Allan Travel is used to facilitate this evaluation. Destinations which have a risk level between 1 and 3 are subject to self-assessment. The traveller should read the Country report and ensure they have any relevant inoculations. Where the risk line tool indicates a risk level of either 4 (High risk) or 5 (extreme risk), travellers should contact safety@surrey.ac.uk for support to create a bespoke risk assessment for the travel itinerary. This will be done in partnership with SecureWest and the cost will be born by the department.

The University has its own in-house Robens Centre Travel Health and Vaccination Clinic: [www.rcohs.com](http://www.rcohs.com), who will provide relevant travel health advice vaccinations, medication and travel goods. Travellers on University business can have the costs paid for using their Santander project code. Ideally they should be contacted 8 weeks in advance as some vaccines cannot be given together or take a period of time before they become effective.

It is the travellers’ responsibility to ensure they have informed themselves of the relevant risks and taken necessary precautions regarding health and safety for the duration of their visit overseas.

**Enquiries:** Louise Lawton in the Global Engagement Office can respond to enquiries. E-mail address: louise.lawton@surrey.ac.uk