INTERNATIONAL PLACEMENT SCHEME

I. Table of Contents

II.   Introduction

The International Placement Scheme (IPS) is an annual programme providing Research Fellowships to AHRC/ESRC*-funded doctoral students, early career researchers and doctoral-level research assistants.

The purpose of the Call (described as an 'IPS Fellowship') is to provide early career researchers (ECR), doctoral level research assistants and AHRC/ESRC funded doctoral students with dedicated access to the internationally renowned collections/ programmes/ expertise held at the IPS institutions. These consist of seven world-leading, international institutions:

- Harry Ransom Center (HRC), The University of Texas at Austin, USA
- The Huntington Library, California, USA
- The Library of Congress (LoC), Washington DC, USA*
- National Institutes for the Humanities (NIHU), Japan**
- Shanghai Theatre Academy (STA), Shanghai, China
- Smithsonian Institution, Washington D.C., USA
- The Yale Center for British Art (YCBA), Connecticut, USA

The AHRC offers differing numbers of placements at each institution (please see the guidance on costs section VI for the proposed numbers). Placements will be for two to six months; the total awarded consists of an £870 stipend for travel and visa costs and a living stipend of £1200 for each month of the fellowship. Please see the AHRC website for case studies and further information from previous IPS Fellows.

Applications should be made through Je-S; please see Section VII below for further information. The deadline for applications is **4pm on Thursday 19th January 2017.**

*Please note that ESRC-funded students will **only** be eligible to apply to the Library of Congress. Where ESRC is referenced within this document it will **only** apply to Library of Congress.

**NIHU is comprised of six institutes, the names of which are listed in section X 'Contacts' at the bottom of this document. The above link acts as a landing page to the guidebook informing about the individual institutes, whilst the contact details at the bottom of the document provide links direct to the individual institutes.

III.   Context

The IPS scheme represents a unique opportunity for young researchers to benefit from the AHRC's and IPS Hosts' strong commitment to enhance our fellows experience and skills, enrich individual projects and develop and strengthen international relationships.

Co-operating with our hosts to fund these placements is a rewarding and valuable process which is directly responsible for positively impacting on our fellow's research. The scheme excels at providing opportunities to network and forge important contacts. Providing these early opportunities and connections has been crucial to the development and improvement of career progression and personal goals. To date we have funded 444 awards.

IV.   Aims of the Call

The Call aims to:

- provide early career researchers (ECR), doctoral level research assistants and AHRC/ESRC*-funded doctoral students, with dedicated access to the internationally renowned collections/ programmes/ expertise held at the seven IPS institutions
- enhance the depth, range and quality of research activities conducted by scholars
- create opportunities for networking with other international scholars at those institutions

Additional Requirements

Before applying, candidates must ensure that their UK research organisation/supervisor/Head of Department/mentor will be content to release them for the placement should their application be successful.

Applicants **must** identify and research the institution's collections, fully familiarising themselves with the collections and how they are relevant to their own research. Please see the websites for each individual institution above as a starting point to investigate the collections. Following this the

candidates **must** contact the relevant IPS institution in order to discuss their potential application. This should be done as soon as possible before the AHRC application deadline.

V.   Eligibility

- Applicants must be either PhD students or doctoral level research assistants or early career researchers (ECR)
- The Call is open to AHRC and ESRC candidates only from the above groups. AHRC candidates may apply to all hosts, ESRC candidates may only apply to Library of Congress
- For the AHRC definition of 'Early Career' please see the [Research Funding Guide](#) section 3.8. ECRs must have a contract with AHRC at the time of application to IPS that extends beyond the proposed end date of the IPS Fellowship. In addition to the AHRC's general ECR eligibility criteria ECRs must have previously held AHRC funding (including PhD funding) or have had a role on an AHRC/ESRC-funded project (with the exception of STA and NIHU; please see 'Host-specific eligibility' below for further information). AHRC funded ECRs must include their previous grant reference in the application form.
- Research assistants must be of doctoral standing i.e. have a PhD or equivalent research experience. Please see section 3.7 of our [Research Funding Guide](#) for further information on Research Assistants
- PhD Students must be AHRC-funded students (ESRC-funded students are also eligible for the Library of Congress). **PhD students are only eligible to apply in the funded period of their award (not their writing-up year).** No additional time will be added to the doctoral award end date to compensate for time spent on the IPS award. PhD students must enter the grant reference of their current grant in the 'Grant Reference' section of the application form
- AHRC applicants must be applying to undertake primary research in an AHRC subject area for all hosts; ESRC applicants are only eligible to apply to LoC and as such must be applying to undertake primary research in an ESRC subject area.
- The project will be assessed on how well it demonstrates relevance to your PhD, therefore the proposed research activities and outputs for the project should complement or feed into your PhD directly.
- Applications are welcomed from full or part time candidates, during the IPS placement fellows will be expected to dedicate full time hours to the placement.
- Applicants can apply for a Fellowship at more than one of the institutions in a single round, but dates and applications must be separate and distinct, must not overlap, and applications must not be interdependent.
- Applicants can only hold an IPS fellowship at the same IPS institution once in each stage of their career i.e. once as a student and once as an ECR
- Deferred entry applications are not permitted. If successful applicants are unable to undertake their IPS placement they would have to reapply the following year
- All placements must take place in one continuous block of time; Fellows are not permitted to have breaks of time between each month of the placement
Prior to applying applicants to all institutions must identify the collections they propose to consult. They must familiarise themselves with collections relevant to their own research and demonstrate how and why the collections are relevant to their own research.

- After identifying the collections available at the relevant institutions, applicants must contact the institutions to discuss their proposed research; contacts at the each institution are listed in section X 'Contact Information'.

Host-specific eligibility

If a host has any individual requirements it will be listed in the bullet points below:
- NIHU: Applicants to National Institute for Japanese Literature (NIJL) and National Museum of Japanese History (NMJH) require applicants to speak and understand Japanese to an advanced level. For all other NIHU institutes a knowledge of basic (conversational) Japanese is useful, but not compulsory
- NIHU: ECR applicants are not required to hold or have held any AHRC funding
- STA: ECR applicants are not required to hold or have held any AHRC funding
- STA: A knowledge of basic (conversational) Mandarin is recommended for all applicants
- Smithsonian: Applicants must select a contact at the Smithsonian Institutions who will act as an advisor should the application be successful. Please use this template in order to contact Smithsonian (contacts information is listed in Section X below)

VI.   Guidance on Costs and Project Timescales

All IPS placements will be for two to six months, and the total awarded will be a £870 one-off stipend for travel and visa costs and a living stipend of £1200 for each month of the Fellowship. All costs will be paid directly to the submitting UK Research Organisation (RO) at 100% FEC. It is a condition of the award that the RO pays funds to fellows in full, in advance of the placement. This will allow flights and accommodation to be booked by the Fellow in advance of their placement. The RO will then recoup the funds when these are paid to them by AHRC.

IPS fellows will continue to receive any stipend/salary they receive as part of any current AHRC or ESRC award funding. No additional time will be added to the AHRC/ESRC award end date or submission date to compensate for time spent on their placement.

IPS fellowships cannot be extended or reduced, so careful consideration must be given to the time required to complete their proposed research. Applicants should discuss their work plan with their UK RO supervisor and the placement institution to ensure that their proposed research can be completed within a realistic timescale, and will appropriately feed into the applicant's current research or any AHRC parent project.

The number of Fellowships the AHRC expects to award at each host are listed below, as well as the eligible time period for undertaking a placement:

Host	Expected awards	Window for Fellowships to take place	Fellowship duration
Harry Ransom Center	5	1st Sept 2017 – 31st May 2018	2-3 months
Huntington Library	10	1st July 2017 – 30th June 2018	3-6 months
Library of Congress	25	1st Oct 2017 – 30th Sept 2018	3-6 months
National Institutes for the Humanities	11	1st July 2017 – 30th June 2018	3-6 months

Shanghai Theatre Academy	4	1st Sept 2017 - 31st Dec 2017 OR 1st March 2018 - 30th June 2018	3 - 4 months
Smithsonian Institution	5	1st Oct 2017 – 30th Sept 2018	3-6 months
Yale Center for British Art	5	1st July 2017 – 30th June 2018	3 – 6 months

VII.   Application Process and Format

Applications should be completed and submitted using the Research Councils' Joint electronic Submission (Je-S) System (https://je-s.rcuk.ac.uk/) at the latest by **4pm on Thursday 19th January 2017,** and will need to go through the approval process at the UK research organisation prior to this deadline. There is no cap on the numbers of applications that can be submitted by a UK research organisation (RO).

Please note that we cannot accept applications directly from students: the application must come from the UK RO and be in the name of someone at the RO eligible to submit an application (for example a member of staff in the Research Office), please speak to your Research Office or Je-S administrators for guidance on who should submit your application (although you will need to complete elements of the application yourself). ECRs should submit their own application following the UK organisation's approval and submission process.

The International Placement Scheme has some specific requirements that should be followed when completing the application form in Je-S. 'How to complete the Je-S application form for IPS' provides guidance on the information that needs supplied, including what to enter in the application form itself and which attachments are permitted.

VIII.   Assessment Process and Criteria

Unless otherwise stated, the assessment process and criteria detailed in the AHRC Research Funding Guide will apply.

Call timetable

Activity	Date
Call live on website	2nd November 2016
Call open for submissions on Je-S	15th November 2016
Deadline for submissions	4pm 19th January 2017
Peer Review	30th January 2017 to 3rd March 2017
Moderating meetings dates	4th March 2017 to 3rd April 2017
Funding decisions to be issued	Mid-April 2017 to mid-May 2017
Start date of awards	Varies dependent on Placement Institution
End date of awards	Varies dependent on Placement Institution

During the assessment process the following criteria will be considered:

- the extent to which the proposed research fits the collections identified in the application;

- the extent to which the fellowship and collections to be consulted would 'add value' to their research (especially if the collections are unique or rare); applicants may suggest how their fellowship may be of value to the IPS institution;
- the extent to which the fellowship would be an effective use of the applicant's time - applicants may include a timetable;
- the extent to which the application identifies personal development opportunities through networking with other research scholars. This might include the presentation of on-going work or immediate or longer term collaborative opportunities;
- if the intended research is to be practice-led, the applicant's own practice must be an integral part of the application and the creative/performative aspects of the research must be made explicit. The applicant must explain how practice is an integral part of the project and not just the outcome;
- where appropriate, the applicant must demonstrate that they have the necessary expertise required to undertake the proposed research, for example, language proficiency if the applicant wishes to research works written/spoken in a language other than English.

Applications will be peer reviewed by relevant experts at the placement institution and then moderated by AHRC.

Details of the grading scale used for IPS can be found on our website **here (NEEDS LINK)**.

The persons who were selected as 'grant holders' on the application form will be notified by email of the funding decision, where the actual applicant is a student this email should be forwarded to them without delay. In the email successful applicants will be provided more information and asked to confirm their start and end dates. Applicants will have 10 working days to confirm their start dates; if they do not the AHRC will use the dates originally selected and applicants will need to contact their institution directly to discuss any changes later down the line. Around 30 days from the first successful notification the UK research organisation will receive an official confirmation letter from the AHRC confirming the dates and funding, this should be made available to the student or ECR. Finally you will receive documentation from your placement institution; further details of this will be provided if your application is successful

IX.   General Information, Scheme Requirements and Post Award Reporting

If successful, IPS Fellows are responsible for booking travel and accommodation (including any travel insurance) and securing appropriate visa arrangements themselves. Please see our website for a list of local accommodation close to each host organisation. The offer letter issued by AHRC and the paperwork from individual placement institutions will be enough to secure your visa, and your UK Research Organisation may be able to assist you in making a visa application. Applicants are advised to start the visa application process as early as possible.

On completion of the IPS fellowship, we will ask Fellows to submit feedback on their trip, which will take the form of a few simple questions. AHRC will contact the Fellow directly to ask this information. AHRC may also contact Fellows in the future to understand more about the impact the award has had on their career.

IPS Fellows do not need to submit receipts for living expenses, visas or flight costs following the end of the award. If there has been any underspend on the travel and visa costs this money can be transferred to spend on living costs without any requirement for permission from AHRC. However if IPS Fellows do not spend all of the funds allotted to them from the award (e.g. if the Fellow does not stay for the whole award period) the Research Organisation should return any unspent funds at reconciliation (applicants should discuss this process with their Research Organisation directly).

All recipients of Research Council funding are required to enter the details of their outputs and impacts through the researchfish® system. Students are only required to enter details in researchfish® from the third year of their PhD onwards; Early Career Researchers are required to enter details from the first year of their main research grant. Invitation emails will be sent to award holders at the point at which they are required to start using researchfish®. More details regarding researchfish® are available on the RCUK website here: http://www.rcuk.ac.uk/research/researchoutcomes/.

X.   Contact Information

Please contact AHRC enquiries if you have any queries (available Monday to Friday 8:30-5:00):

Email: Enquiries@ahrc.ac.uk or phone: 01793 416060

For queries on creating Je-S accounts and completing and submitting the Je-S application form please initially refer to the Completing the Je-S Application Form guidance, should you require further assistance please contact the Je-S Helpdesk on 01793 444164 or jeshelp@rcuk.ac.uk who are available 9-5 Monday to Friday.

Contacts for each host

Please find a list of appropriate contacts at each placement institution below, who can be contacted to discuss the application:

Harry Ransom Center	Use Contact us page to find the appropriate department and collection curator
Huntington Library	Use the Library drop down and Contacts page and select the most appropriate curator to contact
Library of Congress	Mary Lou Reker, Program Specialist, Library of Congress Office of Scholarly Programs (mrek@loc.gov) – Mary Lou Reker will direct you to the appropriate individual
National Institutes for the Humanities	Please see separate table below; NIHU has many different institutes with separate contacts
Shanghai Theatre Academy	Anne ZONG Yu, Assistant Director, STA International Cooperation Office, annezong@139.com or annezong@hotmail.com, 0086-21-62486050.
Smithsonian Institution	From this page please select a name by clicking into the 2017 SORS PDF and searching for the appropriate individual. If successful, the selected individual will act as advisor during the applicant's time at Smithsonian. As such applicants **must** include the name and department of their advisor when submitting their application form to AHRC. When contacting the Smithsonian please use this template

Yale Center for British Art	Please use the departments page to find appropriate contacts from the Collections

NIHU Institutes	Contact department and email
Research Institute for Humanity and Nature	International Affairs Subsection kokusai@chikyu.ac.jp
International Research Centre for Japanese Studies	Project Unit koryu@nichibun.ac.jp International Project Unit
National Museum of Ethnology	kokkyo@idc.minpaku.ac.jp International Cooperation Unit
National Museum of Japanese History	Department kokusai-e@ml.rekihaku.ac.jp International Exchange Section
National Institute of Japanese Literature	study-ml@nijl.ac.jp Research Support Unit, Administration
National Institute for Japanese Language & Linguistics	kenkyu-shien@ninjal.ac.jp Research Promotion Division