



AHRC International Placement Scheme Management Plan 2017/18 Shanghai Theatre Academy (STA), China

Aims of the Scheme, eligibility and other application related guidance can be found in our Call document online. Reviewer guidance, review form and grading scale can also be found on the IPS site [here](#)

General Information

The application and award administration process will be managed by AHRC.

- The AHRC Contact is Raquel Pullicino (r.pullincino@ahrc.ac.uk) and the STA contact is Anne ZONG Yu, Assistant Director, International Cooperation Office, Shanghai Theatre Academy, annezong@139.com, annezong@hotmail.com, 0086-21-62486050.
- The Call Document for the scheme will be added to the AHRC website in Autumn 2016 on the [AHRC IPS webpage](#), and STA may advertise IPS on its website. The Call document gives details of eligibility, submission requirements and the assessment and application process
- When applying, applicants should outline how a period of research at STA would help further their doctoral studies and/or research career. Applicants will contact STA to discuss their research before submitting the application to AHRC

Process

- AHRC check applications for eligibility and completeness before sending them to STA for peer review. It is anticipated that reviews are carried out by specialists in the proposed research area, who can comment on the fit of the application to STA's resources, and that the duration and dates requested are appropriate. Review forms and written guidance for reviewers, including information on aims of the scheme and a grading scale can be found online [here](#)
- As STA provides the *only* peer review, it is crucial that detailed justification for/against funding a proposal is clearly articulated and that reviews are graded according to AHRC's grading scale
- AHRC will provide all applications for review to STA via our Peer Review Extranet. When advising these applications are available instructions will be provided on how to access the proposals
- Once peer reviews are undertaken by STA the completed reviews should be uploaded back onto the AHRC Extranet. AHRC will moderate proposals based on the reviews and recommend funding. When decisions are made AHRC will inform STA of outcomes

Post-outcomes

- Applicants will be notified of the success of their application by AHRC and ask applicants to confirm dates. If applicants accept the award they must do so to AHRC

- When AHRC has provided the confirmed dates and placement schedule to STA, STA will provide fellows with any relevant information about their fellowship, as well as request any paperwork that STA requires fellows to complete. STA will send this information to the fellows directly.
- STA will assist IPS fellows in obtaining a visa. Date changes must be agreed between fellows and STA and the fellow must inform AHRC themselves.
- AHRC will publish the award details of IPS fellows on their website; STA may publish the award details of IPS fellows on their website.

The placement itself

STA will arrange appropriate support of each IPS Fellow, including and not limited to:

- Orientation and introduction to the host and its staff, including being assigned a staff liaison
- Introduction to the Library and other relevant areas TBC
- Detailed advice and help locating and identifying host's resources
- Directing scholars where appropriate to other resources at host
- Access to a library where there will be shared working space for a computer and reading
- Certain access privileges, for example an ID card
- Information about local amenities where possible
- A guide to available local accommodation where possible
- Pastoral care as appropriate.

Costs and Liabilities

- STA is not required to contribute towards IPS fellows' stipend, travel or visa costs.

After the award

- AHRC will ask the fellows for some feedback, this will take the form of a short questionnaire following the award

Summary of Roles and Responsibilities

AHRC	Shanghai Theatre Academy
Produce application forms, plus guidance for applicants and reviewers; share these with STA.	Comment on call-related documentation.
Place call for applications on website, social media etc.	Publicise call on website, social media and to UK based contacts as appropriate.
Deal with eligibility & practical queries from potential applicants.	Relevant STA scholars to deal with research-related queries from potential applicants.
Receive and check applications; pass on eligible applications to RCUK via the Extranet. RCUK to translate first and pass on to STA	Provide detailed, written reviews on applications, in a timely manner according to agreed deadlines. RCUK to translate to English and upload to the Extranet.
Hold internal panel to rank applications on the basis of STA's written comments. Discuss and agree final ranking with STA.	Discuss and agree final ranking with AHRC.
Communicate decisions to successful/	Provide administrative and visa support for

unsuccessful applicants; monitor acceptance of awards and pass this information to STA.	scholars. Liaise with scholars in advance of travel regarding practical arrangements on arrival as appropriate.
AHRC to publish the award details of IPS fellows on their website; AHRC to pass the same information to the RCUK China office.	STA may publish details of IPS award holders on its website.
Pay fellows' stipends to their Research Organisations (ROs) for them to disburse to fellows.	Arrange appropriate support of each fellow (e.g. orientation, internet setup, research space, mentoring) within STA.
Liaise with STA to discuss success of scheme and recommendations for future.	Liaise with AHRC to discuss success of scheme and recommendations for future.

Outline Timetable for 2017/18 Round

DATE	ACTION
Nov 2016	AHRC launch scheme.
19 Jan 2017	Application deadline. Applications start being imported into the AHRC system.
24 Jan 2017	AHRC start to log and check applications.
30 Jan 2017	AHRC to send RCUK China Office the STA applications via the Extranet for them to be translated. Ineligible applicants informed by AHRC.
20 Feb 2017	RCUK China to send English & Chinese versions of the applications to STA for written peer review.
20 March 2017	STA to send detailed, word-processed reviews with grades to RCUK China Office for them to be translated from Chinese into English.
1 April 2017	RCUK China to send copies of the reviews translated from Chinese into English to AHRC.
15 April 2017	AHRC to have moderated reviews, prioritised applications and assigned a final grade. AHRC Senior Management to approve applications for funding. AHRC to advise STA & RCUK China Office of the fundable applications.
22 April 2017	STA to provide AHRC with ratified list of the fundable applications.
01 May 2017	AHRC to advise applicants of outcomes; AHRC to monitor award acceptances.
01 June 2017	AHRC to send STA confirmation of award acceptances and a schedule of all fellows' placement dates and contact details.
01 Sept 2017	Earliest date for fellowships commence.
30 June 2018	Final day of 2017/18 STA IPS fellowship cycle