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# ROTHAMSTED INTERNATIONAL

## FELLOWSHIP SCHEME

The primary objective of this prestigious Fellowship Scheme is the exchange of vital scientific skills and technologies relevant to the agricultural and environmental needs and aspirations of developing and emerging countries. Fellowships are funded by charitable donations; they are available to scientists of proven ability, working in developing or emerging countries, to pursue research with scientists at Rothamsted for periods of up to one year. It is expected that Fellows will return to their home country at the end of the Fellowship period. See 'Eligibility' outlined in the following pages.

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## **Part A: GUIDANCE FOR APPLICANTS**

# **ROTHAMSTED INTERNATIONAL FELLOWSHIP SCHEME For Overseas Visiting Scientists**

## **1 SUMMARY**

### **1.1 GENERAL INTRODUCTION AND OBJECTIVES**

**ROTHAMSTED INTERNATIONAL** (RI) was launched in 1993 in celebration of the Institute's 150th Anniversary. A fund-raising campaign was highly successful in achieving significant funds for the launch. In that year Rothamsted received the patronage of Her Majesty The Queen in recognition of 150 years of service to UK and world agriculture.

RI is a Charitable Trust supported by donations from many sponsors including national and international organisations and private benefactors. Donations continue to be made and are tax effective through the charitable status attached to RI through the Lawes Agricultural Trust. There have been several named/designated Fellowships including Zeneca, BTG, NAg, EFMA and the Rothamsted Staff Fellowship.

The primary objective of this prestigious Fellowship scheme is the exchange of vital scientific skills and technologies relevant to the agricultural and environmental needs and aspirations of developing and emerging countries. Through this process we also endeavour to improve the understanding and appreciation by developed economies of global problems in agricultural and food science. The Fellowships are available to scientists of proven ability, working in developing or emerging countries, to pursue research, learn new techniques or undertake other forms of study in agricultural sciences by working with researchers here at Rothamsted. To help ensure that Objectives are met, the Eligibility stipulations at **1.2** below are particularly important. The opportunities for attracting further funding to Rothamsted International will depend upon the visibility and achievements of the Fellows.

### **1.2 ELIGIBILITY**

In addition to the points made above (in **1.1**):

- 1.2.1 Applications will normally be considered from established scientists from developing or emerging countries under two main criteria:
- (a) the applicant must have a substantiated track record, which will enable him/her to actively collaborate in research at Rothamsted;
  - (b) a primary concern should be the transfer of basic skills and technologies relevant to the applicant's home country.

- 1.2.2 Candidates from developed countries are eligible for Fellowships and awards. These are on condition that applications for alternative sources have been made for this purpose but were unsuccessful, or were not available within an appropriate time-scale or within this context.

- 1.2.3 Candidates must come from countries considered to be developing **OR** from less developed resource poor areas of countries that may be considered to be emerging economies. They must also come from resource-poor institutes or laboratories.

- 1.2.3 It is generally expected that, at the time of application, candidates will have been working in their home country for a significant period of time.



- 1.2.4 Applicants should normally be of doctoral status, with at least two years' post-doctoral experience. Candidates without Higher Degrees but with equivalent research experience will also be considered. It is anticipated that candidates may have permanent salaried appointments in their home countries to which they will return and may be in receipt of salary during absence.
- 1.2.5 In exceptional cases, applications from postgraduates will be considered on scientific merit, but **not** where the main objective of the visit is research leading to a Higher Degree.
- 1.2.6 If candidates have previously travelled overseas to carry out research (e.g. leading to a Higher Degree) there should be evidence that skills gained have been applied in their own country before a further overseas visit is proposed.
- 1.2.7 The number of previous awards made to Rothamsted Departments will be taken into consideration in Fellowship allocations as will the host scientist's track record with previous RI Fellows.
- 1.2.8 Support will not be given for work on books or projects and courses without a clearly defined and achievable aim. Retrospective applications (i.e. applications from those who have already arrived in the UK) will not normally be accepted.

### **1.3 SUBJECT AREAS**

Applications may be made for research in agricultural, environmental and mathematical sciences pertaining to ongoing research programmes being carried out at Rothamsted. The research/study to be undertaken by the Fellow should be in a field of direct relevance to development issues of the applicant's home country. For further information about current research topics please visit the Rothamsted website: <http://www.rothamsted.bbsrc.ac.uk/>  
Certain Fellowships are only for certain regions or topic areas as agreed with the donor.

### **1.4 TENURE**

Awards will be for a normal minimum of six months and a maximum of one year. Cases can be made for split awards, involving return to the home institution where this is integral to the research; the scientific value will be assessed against the additional travel costs. In any event RI will not make an initial commitment for more than one year. (*See also Section 4 regarding Visas and Work Permits.*)

### **1.5 FELLOWSHIP ALLOWANCES include:**

- One return journey between the home country and Rothamsted;
- accommodation and subsistence allowance (*see Section 6*);
- personal allowance to cover incidental costs - local travel, books etc (*see Section 6*);
- discretionary payments upon **advance** application to the head of RI for costs of conference attendance in the UK, this requires support from the Project Leader;
- Institute research costs;
- in certain cases only, the cost of medical insurance for those liable to be charged for treatment under the National Health Service (*see Section 7*).

Unspent funds will be returned to the general pool or designated Fellowships as appropriate.

**The Fellowship funds do not provide for dependants, nor is Rothamsted International accommodation suitable for families.**

## **1.6 TERMS AND CONDITIONS OF FELLOWSHIPS**

The general **Terms and Conditions** of the awards follow BBSRC<sup>1</sup> guidelines (*see Section 2*). Copies of the Terms and Conditions are provided with the Notice of Award of the Fellowship; a copy must be signed and returned to Rothamsted International, before travel arrangements commence.

The following Reports are required to provide information to donors/sponsoring organisations and should be submitted to the Rothamsted International office before the end of the Fellowship.

- (a) An **interim Project Progress Report** is expected at the midway point of the Fellowship, and a **Final Report** towards the end of the Fellowship. Brief comments on the outcome/achievements of the Fellowship should be included.
- (b) A **Statement/Testimonial** is required, indicating the values, benefits and opportunities that have been provided through the Fellowship, both to the individual and to the home country. This is an important part of fund-raising support material.

## **1.7 APPLICATIONS and PROCEDURE**

### **1.7.1 Application Review Panel**

The General Fellowship Panel (GFP) will normally meet during July, but this may vary depending upon the number of Fellowships available. The Rothamsted International office (as given below) should receive full and complete documentation by the *end of May*. This is an absolute deadline.

*Rothamsted International, Harpenden, Herts, AL5 2JQ, United Kingdom.*

*Email: [Rothamsted.International@bbsrc.ac.uk](mailto:Rothamsted.International@bbsrc.ac.uk)*

*Fax: +44 (0) 1582 467490*

Rothamsted International will communicate the results of applications to candidates, normally within one month of the date of the Fellowship Panel meetings.

### **1.7.2 Preliminary collaborative discussions**

It is expected that prior to the submission of a Fellowship Application, the candidate will have had detailed discussions with a senior project leader at Rothamsted to determine the nature of the project, as well as with his/her own home Institute/University Head of Department and/or Director.

Applications require the full support of the Director (or equivalent) of the candidate's own Institute or University, and a signed written statement is a required section of the Application Form. Any accompanying letter should be on official Institute/University letter-headed paper showing full contact details. Unsupported applications generally fail.

Following these earlier discussions to determine the nature of the project, it is important that once accepted for a Fellowship there must be sufficient time for the Fellow to discuss the project in greater detail within his/her own Institution and with partners at Rothamsted. This will help ensure that relevant preparations (including the transport of biological material) and the appropriate targeting of project objectives are both realistic and of value to the developing or emerging country concerned, and that these preparations are made well in advance.

It should be noted that in some countries Fellowship Application Forms must be routed formally via the Director of the candidate's institution. *Failure to observe this protocol can result in refusal of permission to travel abroad and perhaps dismissal.* The Fellowships are competitive awards of fixed tenure and candidates may be invited to make an application based on their recognised scientific skills. Fellowship Applications are not a means of seeking employment opportunities at Rothamsted. The Rothamsted Project Leader should submit the application form together with his/her own **Support Form**, which should include items listed in 1.7.3 below.

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<sup>1</sup> BBSRC: Biotechnology & Biological Sciences Research Council

1.7.3 **Support by Rothamsted Project Leader** (Appendix 1A) should include:

- **Project Title;**
- **Details of the project** on which the applicant would work, and relevance to the development issues of the applicant's home country;
- The **tenure** of the Fellowship applied for and suggested commencement date;
- **Consumable** costs: per annum i.e. £800, £1,200, £1,600, £2,000 or up to £2,500;
- **Signature of Head of Department** confirming a willingness to receive the prospective visitor to carry out the research project proposed within the fixed period of the Fellowship tenure.

1.7.4 **The Application Form** (Appendix 1) should include the following information:

- **Applicant's own Case for Support:** showing how the research will benefit the home organisation's research programme;
- **A supporting statement from the Applicant's Head of Institute/University:** testifying to the benefits to the individual and the Institute/University and relevance to development issues in the home country likely to be derived from the visit. This supporting statement should also indicate (if appropriate) whether the applicant is holding a permanent salaried appointment to which they will return, and whether salary will be continued during absence;
- **Publications list** over the last 5 years. Where key publications are not available from accessible, refereed journals, the Project Leader is responsible for providing a substantiated case for scientific merit (translated abstracts, references, etc);
- **Referees:** the names and addresses of two scientists, preferably in the UK or western Europe, who are closely acquainted with the applicant's scientific attainments and who, having seen these Regulations, would be prepared to recommend the visit.

1.7.5 **The Rothamsted Staff Fellowship** - created by donations from staff - is a limited and unique resource. A slightly different procedure applies and Staff Fellowship advertisements are issued as and when available. Presentation of a Station Seminar open to all Staff is of particular importance.

1.7.6 If you have any queries please contact Dr Judy Mann, or Mrs Marie Orford in the Rothamsted International office (see full address, telephone and email contact details on front cover).

## **1.8 AWARDING PANELS**

Three panels will be convened for the review of applications, they comprise:

1.8.1 **General Fellowship Panel** (awarding the majority of Fellowships)

Membership: Heads of Rothamsted Scientific Departments (or a representative)

Chair: Head of Rothamsted International

The GFP also constitutes a policy advisory group for the RI Fellowship Scheme

1.8.2 **Staff Fellowships**

Membership: Four representatives of staff sponsors (2 current, 2 retired)

Chair: Head of Rothamsted International

1.8.3 **Designated Fellowships**

Applications will be assessed by consultation with an impartial member of the GFP and the Head of Rothamsted International. The normal application procedure applies. Applications for designated Fellowships may be submitted at any time.

## **Criteria Summary – for the award of Rothamsted International Fellowships**

### **1 The project:**

- 1.1 Builds on current activities within Rothamsted Research and has the support of the Head of Department.
- 1.2 High scientific quality as judged by the clarity and achievability of objectives.
- 1.3 Likely to be opportunities for publication in refereed journal(s).
- 1.4 Is applicable to, and has potential for development impact in the country concerned. For example:
  - Uses local material, samples, data *etc.*;
  - Clear dissemination and/or technology transfer routes available;
  - Prospects for continuing collaboration with development objectives in mind;
  - Fits within the development priorities of the country.
- 1.5 Similar progress cannot be achieved by any means other than a visit, e.g. use of literature sources.

### **2 The person:**

- 2.1 Experience is appropriate to that of a ‘mid-career’ scientist who is normally the citizen of a developing or emerging country, or alternatively has been based exclusively within such a country.
- 2.2 There is an absolute requirement that the applicant undertakes to return to the home (developing) country or one closely related where the work can be applied. Thus, candidates who have extensive and/or continuous employment in a developed country are not likely to be awarded an RI Fellowship.
- 2.3 Not applicable to students at the start of their career, nor senior scientists in the later stages of their career who may be accustomed to a great deal of technical support within the laboratory. The average age of all previous Fellows is 37 years.
- 2.4 The individual is one that we know (directly or indirectly), have met, or has been highly recommended.
- 2.5 Leading up to submitting the Application there should be collaborative contact between the Applicant and the Project Leader to form a solid basis for a good and well-planned research project.
- 2.6 Rothamsted International especially encourages applications from women scientists.
- 2.7 There have been limited opportunities to travel and train in the past and alternative sources of current funding are not available.

### **3 General criteria and notes:**

- 3.1 Strategic relevance to an area scientifically important to the evolution of Rothamsted Research’s programmes of work (in addition to point 1.1).
- 3.2 Candidates must fulfil the following conditions a) come from countries considered to be developing **OR** from less developed resource poor areas of countries that may be considered to be emerging economies; b) come from resource-poor institutes or laboratories; c) have not previously had an opportunity to travel widely.
- 3.3 There is clear potential for future collaboration (e.g. part of a larger project at an earlier stage), or there is potential to develop other project proposals and/or strengthen links.
- 3.4 Note that Rothamsted International Fellowships are awarded without regard to the political status of the country concerned provided other criteria are met satisfactorily.
- 3.5 Note that from time to time a donor may specify a general subject **OR** geographical area for which their donation may be used (e.g. farmland ecology). Normally announced in advance, these wishes must be strictly observed by the Awarding Panel or ratifying scientist.

*(This is an example of the formal Appointment Form – it does NOT require signatures from casual applicants)*

**ROTHAMSTED RESEARCH, HARPENDEN, HERTS AL5 2JQ**

**Director of Institute: Professor I R Crute**

**Secretary of Institute: Mr S James**

## **2 STATEMENT OF TERMS AND CONDITIONS**

**Fellowship awarded to:** *(to be itemised for each Fellow)*

### **General**

Rothamsted Research Institute comprises the following Research Stations:  
Rothamsted (RES) and Broom's Barn (BB).

### **2.1 INTRODUCTION**

2.1.1 This **Statement of Terms & Conditions** gives information about the principal terms and conditions of Rothamsted International Fellowships and about those which apply particularly to this Fellowship current at the date of this statement. Further details as noted in the text, and other terms and conditions, are given in the Staff Code and in the Station's own Rules, copies are available in the Station's Library and in the Personnel Offices. Changes to rules or conditions will be notified by means of notices amending the Staff Code, or by Station notices amending the Station's own rules. Any other changes which relate to you individually will be notified to you personally in writing.

2.1.2 A Statement of **Rules for RI Fellows** (January 2008) is attached, which you are expected to accept and comply with - your signature at the end of this document acknowledges this understanding.

### **2.2 DESIGNATION**

You will be a Rothamsted International Fellow in the # Department

### **2.3 DATE OF COMMENCEMENT AND DURATION**

The Fellowship will be for # duration and takes effect from the suggested date of # and terminates on, or about #.

### **2.4 SUBSISTENCE AND OTHER PAYMENTS**

You will be entitled to the following payments in respect of the period stated at paragraph 3 above:

**Subsistence and accommodation allowance:** currently at £900 per month (revised August 2007).

**Travel:** one return trip, plus associated travel costs, at an economic rate.

**Personal allowance:** £145 per quarter, up to a maximum of £580 per year.

The personal allowance covers incidental costs such as local travel, books, etc.

**Conferences:** The cost of attending a conference in the UK is discretionary on application to RI.

Cases will be considered when the applicant is author/co-author of a paper or poster presentation.

2.5 **ELIGIBILITY** - In order to fulfil the aims of Rothamsted International, these Fellowships are normally awarded on the understanding that the candidate is returning to the country of origin. Signature at the end of this document acknowledges this understanding.

**Rothamsted International Fellowship Scheme Guidelines**

*(This is an example of the formal Appointment Form – it does NOT require signatures from casual applicants)*

- 2.6 The Fellowship will be prematurely terminated if work, health, attendance or conduct is unsatisfactory, in which case the payments stated at paragraph 4 will cease.
- 2.7 **PROJECT PROGRESS REPORTS** - are required at the mid-point and conclusion of the Fellowship. A personal Testimonial is also requested before departure. Blank templates will be provided by email.
- 2.8 **LEAVE** (for visits of 3 months or more)  
The whole of a Fellows time should be devoted to the agreed work. However, absence is allowed at the rate of 2 days per month, plus public holidays and privilege days. Leave must be discussed and agreed in advance with the Project Leader who may consult with the RI office. It should be taken during the course of the project, not saved to the end of the Fellowship. The honorarium and other assistance will cease from the date on which the Fellow discontinues work.
- 2.9 Rothamsted International cannot be responsible for the support of dependants. Signature at the end of this document acknowledges this understanding.
- 2.10 Fellows are not employees of the Institute and this is not an offer of employment. Matters of personal taxation, national insurance, and superannuation are the personal responsibility of the Fellow and must be dealt with by reference to the appropriate authorities, although advice and help is available from the Personnel Section.

If the offer of a Fellowship is accepted, one copy of these Terms and Conditions should be signed by you and returned to Rothamsted International at the address heading the accompanying letter. You are advised to keep another copy for your own reference.

Signed on behalf of Rothamsted International (Lawes Agricultural Trust)

.....  
Stephen James - Chief Executive of Rothamsted International, and Institute Secretary

Date .....

**2.11 FELLOW'S ACCEPTANCE – ON APPOINTMENT ONLY**  
*(\*Do NOT sign this sample form)*

I accept the offer of a Fellowship on the Terms and Conditions set out or referred to above, and in the attached Rules (Section 3 of RIFS Guidelines).

Signature of Fellow ..... Date: .....

Name of Fellow .....

*# Home Institute Name and address*

### **3 RULES FOR ROTHAMSTED INTERNATIONAL FELLOWS**

**3.1** Rothamsted Research has pleasure in welcoming visiting scientists into its Research Departments and will endeavour to provide you with facilities equivalent to those available to its members of staff.

**3.2** You must comply with the staff rules and general regulations of the Department in which you are working. In particular you are required: -

- (a) to ensure that the case for support with the original proposal includes full details of your proposed research programme, before the commencement of the Fellowship;
- (b) to discuss with your Project Leader in advance of any proposed changes to the research programme and, once agreed, to inform the RI office;
- (c) to obtain the written approval of your Head of Department before making any contribution regarding the RI Fellowship research to a scientific journal or before a learned society, or communicating to the press, radio or television; this applies both during and after the Fellowship;
- (d) to comply with the following advice on confidentiality –
  - i) not to disclose, during or after your visit, any confidential information you may have obtained at the Institute;
  - ii) to exercise all due care and diligence and to take all reasonable precautions to maintain the confidentiality of confidential information;
  - iii) not to remove any documents or other material bearing on or incorporating any confidential information from the Institute;
  - iv) not to use any confidential information, whether directly or indirectly, for any purpose other than for the purpose of carrying out your research at the Institute;
- (e) to comply with the Rothamsted Research Health and Safety Policy Document and all local rules, Codes of Practice and Standard Operating Procedures, made under:
  - The Health and Safety at Work Act 1974
  - The Radio-active Substances Act 1993
  - The Ionising Radiation Regulations 1999
  - The Fire Precautions (Workplace) Regulations 1971
  - The Control of Pollution Act 1974
  - The Environmental Protection Act 1990
  - The Food and Environment Protection Act 1985
  - Genetically Modified Organisms (Contained Use) Regulations 2000 and 2002
  - Genetically Modified Organisms (Deliberate Release) Regulations 2002
  - and any amendments to the above.*
- (g) to comply with local rules, and procedures related to security, copies of which may be consulted in the Library or in the Departmental office.

- 3.3** If at any time, during any period at Rothamsted Research, whether alone or with any other person, you make, discover or produce any invention, process, development or design, you must inform the Project Leader and Head of Department immediately. No action may be taken to publish or patent it without the written approval of the Chief Executive of Rothamsted International.

The invention, process, development or design will be the absolute property of the Lawes Trust. You must provide whatever documentation is reasonably requested of you by the Lawes Trust, either directly, or through RI, or Rothamsted Research, in support of propriety rights including patent applications regarding any invention, process, development or design. You must execute all instruments and do all things necessary for vesting such patents or other protection with the Lawes Trust. The Lawes Trust will bear the full costs of any such support and documentation.

If you are also supported by a grant made by another body, the rights in the invention, process, development or design will be subject to negotiation between the grant-making body and RI. Division of royalties or other proceeds or profits shall reflect the relative contributions of the parties in terms of money, expertise, know-how, facilities, staff time, or other contributions.

- 3.4** Rothamsted Research and RI are unable to accept liability for any injury may sustain during your visit which arises from your own negligence or the negligence of some other person who is not a Rothamsted Research employee, or for any loss of damage to your personal property. You are strongly advised to make your own arrangements for insurance of personal property.

- 3.5** No payment will be made to you by Rothamsted Research for your services, or in respect of travelling, or any other expense occasioned by or arising in the course of your stay at the Institute, except as notified in the formal offer of a Fellowship. Subject to the discretion of the head of RI, payments for travel will be made in accordance with Class 3 rates in the Staff Code.

- 3.6** Fellows staying in the UK for a period exceeding twelve months may need to be in possession of a UK Work Permit.

- 3.7** Absence due to illness must be covered by a medical certificate, in respect of periods exceeding one week. In the event of cumulative sick leave exceeding one month, the continuation of the Fellowship will be subject to review.

## Part B: SUCCESSFUL APPOINTMENTS

### 4 VISA APPLICATIONS, PASSPORTS, WORK PERMITS

**Visas** are generally required for visitors from most non-EC countries for visits of up to one year. It is the responsibility of the visitor to obtain the correct and appropriate **Visa** and to be in possession of a valid **Passport**. It is also the responsibility of the visitor to ensure that Passport and Visa are obtained in time for the start date of the Fellowship previously agreed with the Project Leader and the RI office. A copy of the Visa and Passport details page must be faxed to the RI office before travel arrangements can be finalised and tickets issued.

**Work Permits** are not normally required for Fellowships of less than one year - see notes below.

The following is an extract from the **Institute Management Guide**

and provides guidelines relating to

*Visiting Scientists in respect of work permits*

Institutes should ensure that intending visiting scientists from overseas are made aware of the requirement that they should be in possession of a valid work permit on their arrival in the UK. With limited exceptions this requirement applies to all non-EC visiting scientists regardless of the length of their proposed stay and regardless of their sponsoring body. **However, certain academics and researchers, including those who are sponsored by charitable educational or research organisations, may be admitted to the UK as visitors without permits provided that:**

- i) they will not receive funds from a UK source (other than a scholarship, a grant, a bursary, expenses or a reasonable honorarium). Payments on an exchange basis may also be disregarded;
- ii) there is no question of an appointment to a normal post or filling a genuine vacancy;
- iii) the visit is incidental to, or in preparation for, a career abroad; *and*
- iv) the visit will not exceed 12 months.

RI Fellowships will not normally exceed 12 months, but applications may be made for extensions where the research collaboration has been particularly productive. These extensions cannot be guaranteed and advice may be sought from the appropriate Panel. Extending the period of the Fellowship beyond 12 months necessitates an official application to the Home Office for an extension to the visitor's Visa or Work Permit; therefore extension applications should be submitted to the RI office **four months** before termination of the original Fellowship. Visa Extensions may be rejected by the Home Office without explanation.

## **5 TRAVEL ARRANGEMENTS, ACCOMMODATION AND ARRIVAL** *Including Departmental Responsibilities*

### **5.1 TRAVEL**

- 5.1.1 **Travel arrangements** will generally be made via (or in conjunction with) the Rothamsted International office to maximise the efficient use of funds. Only one return trip is allowed per Fellow. Further guidance will be given to successful candidates.
- 5.1.2 **Travel tickets:** individual circumstances will determine whether these will be delivered by special courier, collected at the airport, from the local airline office nearest to the Fellow's home town, or purchased by the individual Fellow (to be reimbursed on arrival).

### **5.2 ACCOMMODATION**

**Requests for Rothamsted accommodation** will be made by the RI office to the Accommodation Manager who is also responsible for dealing with any accommodation queries during the Fellowship. Fellows are normally accommodated at Lawes Court in Harpenden and Fellowship Allowances are based on the costs of this accommodation. Neither the Fellowship nor the accommodation is designed to support dependants.

There are various types of accommodation available within walking distance of Rothamsted Research Institute, and other private accommodation for rent in Harpenden and nearby towns.

**Lawes Court** has a number of *self-catering* units, sharing communal facilities of bathroom, kitchen and living areas. RI accommodation at Lawes Court is designed for single occupancy. Three-bedroom flats are occasionally available for families for fixed periods. Costs vary depending upon the size of the room.

**Rothamsted Manor House** provides *half-board* accommodation (i.e. including breakfast and evening meals) in single or shared bedrooms. Costs are more expensive than the self-catering accommodation at Lawes Court, and vary depending upon the size of the room. Special dietary requirements should be notified in advance.

**Alternative properties** are also available for rent through the Accommodation Manager or local estate agents/newspaper advertisements etc. The Project Leader, and other members of staff at Rothamsted, may also be able to provide advice and assistance, on request.

**Key Deposit:** A refundable deposit of £20 per key is payable directly to the Accommodation Manager, for properties managed by Rothamsted Institute. Private landlords may require other deposits, or securities.

### **5.3 GENERAL**

- 5.3.1 **Bank Account:** A letter of identification will be provided by the RI office to enable the Fellow to open a local bank account at Barclays Bank. Further guidance is given in the International Scientists and Staff Association (ISSA) booklet, or help may be obtained from the Project Leader, or the RI office.
- 5.3.2 **Medical:** National Health Service (NHS) treatment is *free* to anyone residing in Great Britain for more than six months. It is recommended that Visitors register with a local doctor (*see Section 7*).

- 5.3.3 **Dependants:** RI cannot be responsible for any dependants of the Fellow. Neither the Fellowship, nor the accommodation, is designed to support dependants. Acceptance of the Fellowship includes the undertaking that the Fellow is able to support their dependants from finances other than the Fellowship Allowances.
- 5.3.4 **International Scientists and Staff Association:** ISSA is concerned with the welfare of all Rothamsted visitors and their dependants. Membership is *free*. A 'Welcome' leaflet is provided on arrival and further information is available from the RI office.

**The role of ISSA:**

- To support overseas workers, including short-term visiting workers and students, throughout their time at Rothamsted.
- To promote the integration of visiting workers from overseas into Rothamsted's sports and social activities.
- To encourage greater social interaction and cultural exchange between residents and visiting workers

#### **5.4 DEPARTMENTAL RESPONSIBILITIES**

Visiting Fellows are the responsibility of the receiving Department and arrangements should include:-

- 5.4.1 **Arrival in the UK:** This may be the Fellow's first visit away from his/her home country and, dependent upon this and other circumstances, it is usually important that the Fellow is met on arrival in the UK and helped with familiarisation of facilities.
- 5.4.2 **Access to Accommodation & Inventory check:** If the Fellow is to occupy accommodation at Lawes Court, the Project Leader and Accommodation Manager should discuss arrangements to collect the key, inventory of the flat, and rent book. It is important that the inventory is checked carefully in the presence of the Fellow and a signed copy returned to the Accommodation Manager. Any damaged, broken or missing items will be charged for later. A welcome pack of groceries will be provided free of charge.
- 5.4.3 **Visiting Worker Registration Form:** This must be completed by the Project Leader, or Departmental secretary, in the usual way, and "Rothamsted International Fellowship" should appear in the appropriate box.
- 5.4.4 **Police Registration:** For visitors from certain countries it is usually a condition of the UK Entry Visa to register with Police within 7 days of arrival. Also, when arriving at the UK airport, it is possible that Immigration Officers may instruct certain Visitors to register with the Police within 7 to 14 days. If this is the case, a stamped instruction is normally marked on the Passport.

Police Registration may be done at the Police Station in Welwyn Garden City. The cost is £34 (checked in January 2008), this amount will be reimbursed by RI on production of the receipt. Two passport size photographs will be required.

## **6 FELLOWSHIP ALLOWANCES**

### **6.1 CLAIMING PROCEDURE**

Allowances payable to Fellows include:

- i) Accommodation and Subsistence allowance:** see section 6.2.
- ii) Travel:** one return travel trip, with costs at an economic rate.
- iii) Personal allowance:** to cover incidental costs such as local travel, books etc., see over.
- iv) Conferences:** costs of conferences attended in the UK are discretionary upon *advance* application to the head of RI.

And those payable to Departments:

- v) Consumables**

**6.1.1 Accommodation & Subsistence Allowance:** Payments are made automatically upon arrival and then at the start of each calendar month. The RI office submits a monthly claim for this allowance. The first payment will be by cash cheque, which may be presented to Barclays Bank in Harpenden (*see Section 5.3*). Subsequent payments may be either direct bank credits, or crossed cheques to be paid into a bank account.

**Accommodation** for RI Fellows is usually at Lawes Court. The rent payable varies according to the bedroom occupied; the RI Office makes arrangements with the Accommodation Manager, to whom subsequent queries or problems should be directed. The appropriate rent is deducted from the monthly Allowance and recorded in the Rent Book.

**6.1.2 Personal Allowance:** Payment is made quarterly, at the beginning of each quarter. The appropriate claim form will be provided to Fellows on arrival, it should be completed and signed by the Fellow and their Project Leader, then sent to the RI Office for authorisation, before payment by the Finance Department.

**6.1.3 Consumables (payable to Departments):** Actual laboratory consumables are charged against a special Fellowship account number advised by the RI Office.

### **6.2 TABLE OF ALLOWANCES & FELLOWSHIP COSTS – paid by RI**

	<b>Allowances / Costs (£)</b>
<b>International Travel</b>	
One return trip only, costing up to	£1,000
<b>UK Visa</b>	£200
<b>UK Work Permit (if required)</b>	£190
<b>Police Registration Fee</b>	£34
<b>Accommodation and Subsistence*</b>	
Per month	900
Per quarter	2,700
Per year	10,800
<b>Personal Allowance</b>	
Per quarter	145
Per year	580
<b>Consumables</b>	
Per quarter	200 - 625
Per year	800 - 2,500
<b>TOTAL COSTS (for typical 12 months)</b>	
12 months	From £13,604 to £15,304

(\*Monthly stipend revised in August 2007)

## **7 MEDICAL ADVICE FOR VISITORS FROM OUTSIDE THE UNITED KINGDOM**

The National Health Service (NHS) is primarily for the benefit of people who live in this country. NHS treatment is usually *free* to anyone who is resident in the UK for a period of *six months or more*. RI Fellows are advised to register with a local General Practitioner, an introductory letter will be provided on arrival.

Short-term residents, whether individuals or families, including the dependants of RI Fellows, who intend to stay for *less than six months* are liable to be charged for treatment under the National Health Service. Anyone not entitled to free NHS care is advised to arrange Medical Insurance cover *before* arriving in the UK.

Rothamsted Research can help to make arrangements, through an Insurance Broker, to apply for a medical insurance policy for visitors who: -

- are here for *less* than six months;
- are from countries not identified in the Patients' Guide\* as eligible for free treatment;
- do not wish to receive NHS treatment, but prefer private provision.

However, Insurance cover cannot be guaranteed for some individuals from certain countries with particular high-risk categories.

Policies can only be arranged with advance notice and will only commence upon arrival in the UK. (Travel Insurance is not covered by the policy.) Rates vary according to individual circumstances. Further information is available through the RI office.

\* The NHS Executive publishes a Patients' Guide which is available from the HR/Personnel office, or can be seen at the RI offices.

## **8 INTELLECTUAL PROPERTY RIGHTS Division of Exploitation Revenues**

If any discovery or invention arises from this project, then the parties shall meet to agree the division of any royalties or other proceeds or profits.

Such division shall reflect the relative contributions of the parties in terms of money, expertise, know-how, facilities, staff time, or other contributions.