

Yusuf Hamied Visiting Professorships – Guidance notes 2020

Background

The Royal Society Yusuf Hamied Programme for India is designed to support the exchange of expertise between the international scientific community and India, led by Fellows of the Royal Society. The programme supports the Royal Society's strategic priorities of supporting international collaboration and promoting excellence in science. The programme is generously supported by the Yusuf and Farida Hamied Foundation.

The Yusuf Hamied Visiting Professorships will enable four Fellows and Foreign Members of the Royal Society per year to make visits to India of between 3 to 12 weeks. The Yusuf Hamied Visiting Professorships cover a weekly travel grant of £1,000 and return flights up to a maximum of £5,000.

Eligibility

Applications are open to all Fellows and Foreign Members of the Royal Society. Applicants cannot be a member of the Society's Board, the awarding body for the scheme.

Application

Applications should outline the length of stay, amount requested, a schedule of activities and set out how the visit will achieve the aim of the scheme to '*support the exchange of expertise between scientific communities in the UK and India*' giving reference to planned and proposed activities as well as longer term outcomes for the visit. For examples of previous Visiting Professors visits, please visit last year's [receipt announcement](#).

Applications should be submitted by email to the [Yusuf Hamied Programme](#) by **Friday 27 November 2020 at 3pm**. Please contact Ellen Keohane with any queries via YusufHamiedProgramme@royalsociety.org.

Selection

The Royal Society's Board will review the applications received and select four Fellows for the Visiting Professorships per year. If more than four applications are received in a year the Board will also consider the research areas covered in the application, the range of partner organisations, locations proposed, and the quality and impact of the anticipated outcomes. The breadth and diversity of applicants will also be taken into consideration. The decision of Board is final.

Visits

The awards will be allocated in February 2021 and the visits should commence in the period 1 April 2021 to 1 April 2022.

The impact of the Covid-19 pandemic may mean awardees due to travel in 2021/2022 may wish to delay their visit to a later date when it is safer to travel. The Society is taking a flexible approach and accommodating this need.

Visiting Professors will be expected to arrange their own return flights (up to a maximum of £5,000 with the option of booking business class), visas, travel insurance and accommodation while in India.

If a visit lasts more than 6 weeks (but less than 12 weeks) and the Visiting Professor wishes to return to the UK during the Professorship for family or work commitments, more than one set of flights can be booked up to a maximum contribution of £5,000 for all flight costs. Additional costs for travel incurred above £5,000 must be met by the Visiting Professor and/or their institution.

Please see **Appendix 1** for further guidance about booking flights.

The weekly travel grant of £1,000 is expected to cover any accommodation, in-country travel, insurance, visas and subsistence costs as well as any project, activity or research costs. Any additional costs incurred above this travel grant must be met by the Visiting Professor and/or their institution. Visiting Professors will be expected to arrange their own travel insurance and visa.

The full travel grant amount awarded will be paid to the Visiting Professor approximately four weeks in advance of travel. Visiting Professors should check with their bank in advance of travel that they can access the money once in India.

Reporting

Returning Visiting Professors will be asked to provide a short report (up to 1,000 words) outlining the main highlights of their visit and how their visit supported the exchange of expertise between scientific communities in the UK and India within six weeks of return. Visiting Professors may also be asked to provide feedback on the scheme to improve future implementation.

Employment

The Society will not become an employer of the Visiting Professor or any other third party as a result of the provision of this Award. The award holder and any related Host organisation should consider their employment & tax status as a result of receiving the award and should comply with all other relevant laws and regulations.

Data Protection

a. The Society will use information provided in the application for processing the application, making any consequential award, for the payment, monitoring, maintenance and review of the Award and general Society business.

b. To meet the Society's obligations for public accountability and the dissemination of information, details of Awards are also to be made available on the Society's website and other publicly available databases, and in reports, documents and mailing lists.

c. Following completion of the Award, the Society may contact the Award Holder concerning funding opportunities or events, or for the purposes of monitoring and evaluation. In some instances, the Society may wish to authorise an affiliate person or organisation to contact the Award Holder on its behalf.

Indemnities

The Visiting Professors shall indemnify the Society from all claims, liability costs, proceedings, damages and expenses awarded against, or incurred by, the Society as a result of any breach of negligent or delayed performance of this Award.

Appendix 1

When booking flights to India, we strongly recommend Visiting Professors book through their university travel company or an independent travel agency to be able to access Charity/Academic airfares, which are not publicly available on the internet. Charity/Academic airfares offer favourable rates and come with improved cancellation terms and conditions. For instance, Charity/Academic tickets can normally be held without payment for up to three days before departure (with most airlines), allowing for greater flexibility and security in case Visiting Professors need to make last-minute changes to their tickets. We strongly encourage Visiting Professors to book their tickets as soon as their travel dates have been confirmed to secure the best value fares.

We are happy to provide Visiting Professors with a letter of support stating that the Visiting Professor is travelling as part of our charity/academic programme. Please request this from Ellen Keohane via YusufHamiedProgramme@royalsociety.org, if required.

Please see below for some further general terms and conditions generally associated with Charity/Academic airfares. Please check with your own travel provider for the exact terms and conditions they can offer you.

Charity Fares

- Special discounted fares
- Can be held until three days before departure with a number of airlines (including BA, Virgin, Emirates, Etihad, Kenya Airways; NOTE: Air France, Lufthansa, Brussels Airlines, KLM, Swiss Airlines will give an earlier deadline)
- Reduced change/cancellation fees
- Increased luggage allowance
- For some airlines, a letter is required at check in (including Lufthansa, United, Brussels Airlines, Swiss, KLM, Air France) - your travel agent will advise if this is required at the time of booking

The Society will reimburse you for your ticket purchase upon receiving a copy of the invoice and a signed expenses form. An expenses form will be provided to the Visiting Professor upon request, when commencing the booking process.

Please note you are responsible for your own travel insurance. In the event, you have to cancel your flights after having been reimbursed by the Society for the cost of your tickets, please advise us immediately to discuss whether your tickets should be re-booked or if you should make a claim from your insurance provider and reimburse the Society for the cost of your tickets.