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**OIV1**

**Overseas Institutional Visit – Guidance and Application Advice**

**What are the basic funding criteria?**

The content and quality of the proposal you submit to the LSE DTP for your Overseas Institutional Visit will determine whether or not you are successful. Funding decisions for visits are based on the quality of four key assessment criteria:

• the purpose of the visit provided by the applicant

• the intended work plan provided by the applicant

• arrangements for continued supervision provided by the supervisor

• the case for support provided by the proposed host university.

**Allow yourself time**

Preparing a draft application and consulting on it, preparing the project costs and getting advice on these, are all time-consuming parts of the process of application.

**Discuss your application**

...with peer groups and colleagues. Speak to your supervisor and your host institutions to ensure that they know what you are doing.

**Justify your costs**

Be realistic - lavish costs are unlikely to find favour in the application process and a proposal which promises the earth at remarkably low expense will be regarded with caution. Applicants should think carefully about the time and resources needed to achieve a successful visit. A well thought out financial plan helps to create confidence in the proposal generally. Give as detailed a breakdown of costs as possible so that assessors can properly assess the case for support. Do make sure that what you are asking for is allowed within the regulations. Bear in mind that ESRC is looking for value for money.

**How to complete the application form**

Each OIV application will be considered on its own merits by the DTP Director. (Doctoral Training Partnership)

**Applicant details**

Please ensure that you complete all information in section one including:

• the start date of your ESRC award

• the year you are in of your PhD

**Details of the visit/s**

Applications can be made for up to three separate OIVs to the same host university or research institution during the course of the studentship as long as the total period of the visits does not exceed three months.

Please ensure you provide:

• the start and end dates for each visit

• the full address of the host university or research institution

• the total number of weeks for each visit

**Case for support**

Applicants should indicate the purpose of the visit and how it relates to their doctoral research. Please describe what has been achieved to date and how the proposed visit will extend/enhance this. Reasons for such a visit might include establishing research networks, disseminating early research findings, participating in seminars and other academic activities that are directly relevant to the student's research, or undertaking specialist research training that is not available within the UK.

If applicants are proposing to undertake more than one visit to the same university or research institution they should provide clear justification as to why more than one visit is required.

Applicants are asked to demonstrate the potential benefits of the proposed visit/s to their current or future academic career and, in particular, to demonstrate how the visit/s will offer ‘added value’ to their PhD experience. If the OIV is to be undertaken for research training purposes, the applicant must demonstrate why the training is integral to their research, and also why this training cannot be undertaken within the UK.

**Characteristics of successful ESRC OIV awards – you should demonstrate:**

* sufficient to convince the DTP Director of the ability to deliver research
* An indication of value for money (not necessarily the same as cheapness)
* that the visit will contribute to your career and broader academic endeavours
* an unreserved recommendation from the host organization
* clear commitment from your supervisor to continue supervision throughout the visit
* confirmation that it is in addition to the doctoral research, and not to support pre-existing research plans
* an expected outcome of the visit
* how findings will be disseminated
* the likelihood that new research techniques will be learned
* the likelihood of any new research networks to be established

Many proposals are unsuccessful not because they lack interesting or important ideas,

They also fail to communicate adequately how the visit will integrate into the overall

PhD programme or provide “added value”.

* Things to consider are how the visit will contribute to your current or future career or academic endeavours?

This should be explored and translated into an achievable plan of action.

Therefore it is vital that you have a full understanding of what is required, as well as knowing the various stages of the application process, so that you maximise your chances of gaining an award.

* The case for support should not exceed two sides of A4.
* Detailing visit costs and justifications
* Applicants should clearly break-down the proposed costs of the visit with notes detailing the justification for each cost.
* Information on flights and accommodation should be provided, in addition to costs for general living expenses. The costs of the visit should be reasonable and dependent on the country and activity proposed. The likely areas of costs are airfares/train fares; accommodation; living costs not covered by your stipend; visa costs; any affiliation fee to the host university. To work out likely costs we recommend looking at Numbeo.com or any other comparison website.

 Please note that whilst you are on the visit, you will still be in receipt of your ESRC stipend.

Travel insurance will be provided by LSE – you need to discuss this with the PhD Academy in good time to secure it (including completing a risk assessment) <https://info.lse.ac.uk/current-students/phd-academy/phd-journey/a-z-guidance>

Applicants may wish to liaise with the ESRC nominated contact (Rose Harris) to complete this section.

**Confirmation of support from the home university**

Supervisors are asked to comment on the quality of the student's research to date and how the proposed visit will extend/enhance this. If the OIV is to be undertaken for research training purposes, please explain why the training is integral to their research, and also why this training cannot be undertaken within the UK.

Students are expected to continue their PhD research and training throughout the course of the visit/s and maintain regular contact with their supervisor. Supervisors are asked to demonstrate what arrangements are in place to meet this requirement.

**Confirmation of support from the proposed host university or esteemed**

**research institution must be submitted with the application and can be in the form of an email on headed paper**

The main academic contact at the host university or research institution should provide written support for the proposed visit. This should include confirmation of the work plan for the proposed visit/s, details of the academic facilities to which the student will have access, as well as the student’s registration status at the host university or research institution during the visit period.

**Check the details**

Once you have completed the application form, make sure that all the required information is provided. Some of the most common omissions and problem areas are:

• an unrealistic start date

• a lack of detail of the value of the visit

• vague financial costs.

**What happens next?**

The DTP Director will look closely at each application on a case by case basis, taking into account, timing, details, work plan and outcome.

Successful applicants will receive a paid extension equal to the period of time spent overseas.

Please let the office know if there are any changes to your visit and be aware that you will be required to complete the **End of Visit Report** within two weeks of your return.

If you are unsuccessful, anonymous comments will be sent with your decision letter, and the feedback may be helpful if you submit a new application or proposal in the future.

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**OIV2**

**Application form for financial support to undertake an**

**Overseas Institutional Visit**

**Please read OIV1 Guidance and Application Advice before completion**

1. **Applicant details**

 Please ensure that we you complete all information required.

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Surname** | **Initials** | **Student Id No.** | **Department** |
|  |  |  |  |
| **Year of PhD:** | **Award Start Date:** | **Award End Date:** |
| **Tel:** | **Email:** | **Type of Award:** |

**2. Details of the visit/s *– please see Guidance and application advice***

|  |  |  |
| --- | --- | --- |
| **Visit Dates****From To** | **Details of host organisation incl. name of main academic contact:** | **No. of weeks**  |
| **Visit 1.** |  |  |  |
| **Visit 2.** |  |  |
| **Visit 3.** |  |  |

**3.Case for support (to be completed by the applicant) *– please see Guidance and application advice***

***(2 sides A4 maximum, attachments accepted)***

|  |
| --- |
|  |

Signature of Student: .................................................................................... Date: ........................

1. **Detailing of visit costs and justifications (to be completed by the applicant)**

**(1side A4 maximum attachments accepted)**

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|  |

**5. Confirmation of support from home university (to be completed by the supervisor) *– please see Guidance and application advice***

 **(One side A4 maximum, attachments accepted)**

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Signature of Supervisor: ………………………………………………… Date: ………………………...

Name (block letters): ………………………………………………………………………………………

Email: ………………………………………………………………………………………………………..

**6. Confirmation of support from the proposed host university attached *– please see Guidance and application advice***

**Nominated contact details**

**Signature Contact:………............................................................................................................**

**Name (block letters): ................................................................................................**

Completed application forms should be emailed to Rose Harris (p.harris@lse.ac.uk) or sent by post to Rose Harris – Financial Support Office.

 **Supporting Document Checklist**

|  |  |  |
| --- | --- | --- |
| 1 | Applicant details completed |  |
| 2 | Details of visit section completed |  |
| 3 | Case for support signed and attached (2 sides A4) |  |
| 4 | Details of costs and justification (1 side A4) |  |
| 5 | Confirmation from Supervisor |  |
| 6 | Confirmation from Host Institution/University |  |

**DTP Decision and Notification to PhD Academy**

**Successful**

**New award end date ……………………………………………**

**Notify PhD Academy (****ph ( Phdacademy@lse.ac.uk****)**

**Update JeS**

**Unsuccessful Feedback attached**

**Date: ………………………...**