Application Form

CREDS VIP (Visitors: International Programme)

Please refer to the guidance note when filling in this application form.

# Details of applicant

Please provide us with your personal and organisational details

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Organisation name |  |
| Address |  | Address |  |
| Email  |  | Website, Twitter |  |
| Skype/ WhatsApp |  | Date of application |  |
| Nationality |  | Visa requirement (Y/N) [Further information](http://www.admin.ox.ac.uk/personnel/permits/acvisitors/) |  |

Description of your own work (300 words or less)

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|  |

Description of your organisation’s work (200 words or less)

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|  |  |
| --- | --- |
| How will you link us with your organisation? |  |
| Can your organisation pay your bench fee? (Y/N) |  |

# Motivation for visit

Please outline who you would like to visit and why

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| --- | --- |
| Dates and length of proposed visit |  |
| Part of CREDS you would like to visit  |  |
| Names of researchers with whom you would like to interact |  |
| Current relationship with this organisation or person (if any) |  |

Reason you would like to visit them, including outline workplan (500 words or less)

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| --- | --- |
| If you would like to visit other parts of CREDS or projects outside of CREDS, please state here |  |
| Please justify briefly |  |

# Expected outputs and impacts

Please outline the expected outputs and impacts of your visit, both personal and professional.

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| --- | --- |
| Outputs (e.g. blog, presentation, addition to CV) | Impacts (e.g. improved exposure to research, collaboration opportunities, friendships) |
|  |  |
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# Accommodation requirements

We would like to support visitors, where possible, in securing suitable accommodation during their stay. Please outline your requirements below

|  |  |
| --- | --- |
| Number of people (See guidance note) |  |
| Do you have access requirements? |  |
| Do you have any health issues? |  |
| Do you require access to particular facilities or services (schools, particular types of care, etc.)? |  |

# Budget

Please outline the expected cost of your visit. These must relate to the research purpose of your visit. You will need to keep your receipts. We can arrange for the payment of flights, accommodation deposits and other upfront costs before you arrive. You will need to contact us to arrange this once your visit has been agreed.

|  |  |
| --- | --- |
| Travel to/from the UK (Return journey) |  |
| Travel within the UK |  |
| Accommodation in UK |  |
| Number of days subsistence[[1]](#footnote-1)  |  |
| Other (e.g. visa costs) |  |
| Total |  |

If you have access to match funding or in-kind support, please provide details here.

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# Questions and submission

Please email your application to CREDS Admin credsadmin@ouce.ox.ac.uk. Please entitle your email - **Visitors: International Programme**.

Remember to also submit your CV and ask your host to submit their invitation form.

Please note that after submission the application will be assessed for eligibility and if accepted the funding will be approved. However, this is an approval from CREDS in principle only for the funding aspect. It is conditional on customs and immigration regulations being satisfied and the visit will only go ahead once these regulations are agreed in full.

If you have any questions please contact Dr Sarah Higginson sarah.higginson@ouce.ox.ac.uk

1. Subsistence is paid at a flat rate per 24 hours to cover food and sundries. The rate is dependent on which city is your main host city. Contact credsadmin@ouce.ox.ac.uk for details. [↑](#footnote-ref-1)