**Early Career Mobility Scheme: Application Form 2022-2023**

Deadline: **Friday 23rd September 2022**

Applications to be submitted to: [**externalrelations-partnershipfunding@glasgow.ac.uk**](mailto:externalrelations-partnershipfunding@glasgow.ac.uk)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of applicant:** |  | | | | | | | | | | |
| **Status:** | PhD student |  | | | Post-doc |  | | | Early career staff | |  |
| **School or Institute** |  | | | | | | | | | | |
| **Institution to visit/work with** | HKU | |  | McGill | | |  | Smithsonian | |  | |
| **Email:** |  | | | | | | | | | | |
| **Glasgow Head of School/Institute Approval: \*** | Signed  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | |

**\* Electronic signature is acceptable.** If you are unable to arrange a signature, other evidence of support is accepted (e.g. email)

1. **Budget Breakdown**

The ECMS will cover return economy air fare, local travel costs, accommodation, visa fees, subsistence costs and online resources.

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| --- | --- |
| **Cost item** | **Amount (in GBP)** |
|  |  |
|  |  |
| **Total:** |  |

**Budgetary Guidelines**

* Flights to USA should not usually exceed £500pp (return).
* Flight to Canada and Hong Kong should not usually exceed £700pp (return).
* Funds will **not** usually be approved for the following expenditures:
  + University resources and services (e.g. printing, photocopying)
  + Contingency funds
* Average visa costs for UK citizens (non-UK citizens should check relevant visa requirements)
  + ***Travelling to Canada*** - [Electronic Travel Authorisation (eTA)](https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/eta.html?utm_campaign=eta_20150417_travel&utm_source=online_vanity-url&utm_medium=web-marketing&utm_content=canada.ca-eta) (approx. $7 CAD/£5 GBP)
  + ***Travelling to USA*** – Recipients visiting the Smithsonian Institution will have to apply for a Smithsonian J-1 visa. The cost of the visa is waivered however, there may be shipping fees attached (approx. $80 USD/£65 GBP). For more details, visit the ‘Objectives and Guidance’ section of the [ECMS webpage.](https://www.gla.ac.uk/explore/internationalisation/fundingopportunities/earlycareermobilityscheme/#objectivesandguidance)

1. **Applicant Statement**

This should be a one-page description of your proposal. Please ensure you include the following details:

1. How you will measure success against your main objectives and how you will communicate them;
2. Timetable for work and proposed activities during the visit/project;
3. Details of the academic(s) with whom you hope to work at the partner institution and any resources you hope to use;
4. Outline of how your visit/project will enhance the institutional links between UoG and the partner and how you will follow-up afterwards;
5. Proposed dates of travel.

In light of possible travel restrictions as a result of the COVID-19 pandemic, you are encouraged to also consider virtual ways of engaging with your host institution in case it is not possible to travel at the time of your trip. This could include (but is not limited to):

* Attending virtual meetings
* Arranging virtual workshops and events
* Conducting regular catch-ups with your host supervisor or relevant host contacts via Zoom/Teams.

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1. **University of Glasgow Statement of Support**

Recipients should submit a short statement of support from a senior member of staff with relevant knowledge of your research area and proposal (e.g. supervisor, principal investigator).

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|  | | |
| **Signature** | **Print Name** | **Date** |

1. **Partner Institution Statement of Support**

A short statement of support (via email or letter on headed paper) from your proposed supervisor or academic at the partner institution.

***\*Where possible, applicants should submit their application form and Partner Institution Statement of Support in one PDF file.\****

1. **Reporting**

Successful recipients are required to complete an [ECMS](https://www.gla.ac.uk/media/media_593973_en.docx) Progress Reportwithin **2 months** of returning from their visit.

The Progress Report form can be accessed [here](https://forms.office.com/pages/responsepage.aspx?id=KVxybjp2UE-B8i4lTwEzyIWz480AFFZGvQ2PiOCug6hUNUI5MVhOMkhJQUdEMEtBT1g4U0w2NU1FOC4u) or on the ECMS webpage.

**Recipients who fail to submit a progress report may not be eligible to submit future applications and your Head of School will be notified.**

Recipients are encouraged to arrange an event to maximise impact and showcase their achievements upon their return. This should highlight the positive impact the ECMS can have on your own research and the opportunities for your wider team/department, as well as the across the University. Suggested information events include a coffee morning or a networking lunch (virtual or in-person).

Please do not hesitate to contact [externalrelations-partnershipfunding@glasgow.ac.uk](mailto:externalrelations-partnershipfunding@glasgow.ac.uk) should you wish to discuss this on more detail.

**Privacy Notice for the Early Career Mobility Scheme**

**Your Personal Data**

***The University of Glasgow*** *will be what’s known as the ‘Data Controller’ of your personal data processed in relation to Principal’s Early Career Mobility Scheme This privacy notice will explain how The University of Glasgow will process your personal data.*

**Why we need it:** *We are collecting your basic personal data such as name and email address in order to process the application. Information provided in your progress report following the visit will be saved on a UofG SharePoint folder, which can be accessed on request and /or in presentations at University of Glasgow events promoting the fund. We will only collect data that we need in order to provide and oversee this service to you.*

**Legal basis for processing your data:***We must have a legal basis for processing all personal data. In this instance, the legal basis is Consent*

**What we do with it and who we share it with:** *All the personal data you submit is processed by staff at the University of Glasgow in the United Kingdom. We may also share details noted in your application form with the partner you intend to visit, should your application be successful.*

**How long do we keep it for:***Your data will be retained by the University for six years after the year of application, after this time, data will be securely deleted.*

**What are your rights?\*:** *You can request access to the information we process about you at any time. If at any point you believe that the information we process relating to you is incorrect, you can request to see this information and may in some instances request to have it restricted, corrected or, erased. You may also have the right to object to the processing of data and the right to data portability. If you wish to exercise any of these rights, please contact* [*dp@gla.ac.uk*](mailto:dp@gla.ac.uk)*.   
  
\*Please note that the ability to exercise these rights will vary and depend on the legal basis on which the processing is being carried out.*

**Complaints*:*** *If you wish to raise a complaint on how we have handled your personal data, you can contact the University Data Protection Officer who will investigate the matter. Our Data Protection Officer can be contacted at* [*dataprotectionofficer@glasgow.ac.uk*](mailto:dataprotectionofficer@glasgow.ac.uk)*. If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner’s Office (ICO)* [*https://ico.org.uk/*](https://ico.org.uk/)

􀕿 I consent to the University processing my personal data for the purposes detailed above.

I have read and understand how my personal data will be used.

Signed: ……………………………………………………………………………………………………………….

Date: ………………………………………………………………………………………………………