

International Placement Scheme

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I. Introduction

The International Placement Scheme (IPS) is an annual scheme providing Research Fellowships to AHRC/ESRC¹ funded doctoral students, early career researchers (ECR) and doctoral-level research assistants.

The purpose of the scheme is to provide IPS fellows with dedicated access to the internationally renowned collections, programmes and expertise held at IPS institutions.

There are eight world-leading, international institutions:

- [Harry Ransom Center \(HRC\), The University of Texas at Austin, USA](#)
- [The Huntington Library, California, USA](#)

¹Please note that ESRC-funded students will **only** be eligible to apply to the Library of Congress. Where ESRC is referenced within this document it will **only** apply to Library of Congress.

- [The Library of Congress \(LoC\), Washington DC, USA](#)
- [National Institutes for the Humanities \(NIHU\), Japan²](#)
- [Shanghai Theatre Academy \(STA\), Shanghai, China](#)
- [Smithsonian Institution, Washington D.C., USA](#)
- [The Yale Center for British Art \(YCBA\), Connecticut, USA](#)
- [National Museum Institute \(NMI\), New Delhi, India](#)

The number of placements available differs between each individual institution. Placements will be for 2-6 months (please see [Section V](#) for further details); the total awarded consists of a one off £870 stipend (for travel and visa costs) and a living stipend of £1,500 for each month of the fellowship.

Please see the [AHRC website](#) for further information on each institution.

Applications should be made through Je-S; please see [Section VII below](#) for further information. The deadline for applications is **4pm on Thursday 6th February 2020**.

II. Context

The International Placement Scheme (IPS) is one of AHRC's flagship international schemes. Now in its 16th year, it is central to the AHRC's Strategic Delivery Plan priority theme on Global Engagement and is highlighted as part of the Skills Pipeline priority research enabler. It also plays a key role in laying partnership foundations for other initiatives.

Over the past 15 years 550 doctoral students and early career researchers from across the UK have had unique access to seven leading research institutions. The scheme provides a unique opportunity for young researchers to benefit from the AHRC's and IPS Hosts' strong commitment to enhance our communities experience and skills, enriching individual projects and developing and strengthening international relationships.

Co-operating with our hosts to fund these placements is a rewarding and valuable process which is directly responsible for positively impacting on our fellow's research. The scheme excels at providing opportunities to network and forge important contacts. Providing these early opportunities and connections has been crucial to the development and improvement of career progression and personal goals.

III. Aims of the Call

The Call aims to:

- provide ECRs, doctoral level research assistants and AHRC/ESRC*- funded doctoral students, with dedicated access to the internationally renowned collections, programmes and expertise held at the eight IPS institutions
- enhance the depth, range and quality of research activities conducted by scholars
- create opportunities for networking with other international scholars at IPS institutions.

² NIHU is comprised of six institutes, the names of which are listed in section X 'Contacts' at the bottom of this document. The above link acts as a landing page to the guidebook informing about the individual institutes, whilst the contact details at the bottom of the document provide links direct to the individual institutes.

IV. Eligibility

- Applicants must be either **PhD students, doctoral level research assistants** or **ECR's**.
- Applications are welcomed from full or part time candidates, however must work full time during the IPS placement.
- Applicants can apply for a Fellowship at more than one of the institutions in a single round, but dates and applications must be separate and distinct, must not overlap, and applications must not be interdependent.
- AHRC applicants must be applying to undertake primary research in an AHRC subject area for all hosts; ESRC applicants are only eligible to apply to Library of Congress and as such must be applying to undertake primary research in an ESRC subject area.
- All placements must take place in one continuous block of time; Fellows are not permitted to have breaks of time between each month of the placement.
- Applicants can only hold an IPS fellowship at the same IPS institution once in each stage of their career i.e. once as a student and once as an ECR.
- Deferred entry applications are not permitted. If successful applicants are unable to undertake their IPS placement they would have to reapply the following year.

Individual Eligibility

PhD Students

- Must be AHRC or ESRC funded for Library of Congress
- Placements must be undertaken during the funded period of their award (not their writing up year)
- PhD students must include their DTP grant reference in the 'grant reference' section of the application form.
- Please note no additional time will be added to the doctoral award end date to compensate for the time spent on the IPS award.

Doctoral level research assistants

- Research assistants must be of postdoctoral standing i.e. have a PhD or equivalent research experience. Please see [Research Funding Guide](#) for further information.
- Must have a contact with a UK Research Organisation (RO) at the time of application that extends beyond the end date of the IPS fellowship.
- Must have previously held AHRC funding (including PhD funding) or had a role on an AHRC funded project (ESRC for ESRC applicants to LoC) **with the exception of NMI, STA, and NIHU.**

ECR

- At the point of application must be either, within *eight* years of the award of your PhD or equivalent professional training or within *six* years of your first academic appointment. See [Research Funding Guide](#) for further information.
- Must have a contract with a UK Research Organisation (RO) at the time of application that extends beyond the end date of the IPS fellowship.
- Must have previously held AHRC funding (including PhD funding) or had a role on an AHRC funded project (ESRC for ESRC applicants to LoC) **with the exception of NMI, STA, and NIHU, LoC, YCBA, and the Huntingdon Library.**
- ECRs must include their previous grant reference in the application form.
- The project will be assessed on how well it demonstrates relevance to the applicant's PhD

and area of current research. Therefore the proposed research activities and outputs for the project should complement or feed into the applicant’s current research whilst also linking to their PhD.

A. Host-specific eligibility

- NIHU: Applicants to the National Institute of Japanese Literature (NIJL), to the National Museum of Japanese History (NMJH) and, depending on the research field, to the International Research Center for Japanese Studies (IRCJS) are required to speak and understand Japanese to an advanced level. For all other NIHU institutes, a knowledge of basic (conversational) Japanese is useful, but not compulsory.
- STA: Knowledge of basic (conversational) Mandarin is recommended for all applicants.
- Smithsonian: Applicants **must** select a contact at the Smithsonian Institutions who will act as an advisor should the application be successful. Please use [the 2019 Smithsonian Opportunities for Research and Study guide](#) in order to contact and appropriate Smithsonian academic or staff member.
- Smithsonian: Applicants will also need to register on Smithsonian’s online system called SOLAA. Please do not start this process until prompted by the AHRC Funding Officer.

B. Additional requirements of applying

Before applying, candidates must ensure their UK RO and supervisor, Head of Department or mentor will be content to release them for the placement should their application be successful.

Applicants **must** identify and research the institution’s collections, fully familiarising themselves with the collections and how they are relevant to their own research. Please see the websites for each individual institution in [Section I](#) as a starting point to investigate the collections.

Following this, candidates are able to contact the relevant IPS institution in order to discuss their potential application and for information about the collections. For some placement institutions contact is mandatory, for others this is optional. A list explaining this can be found below. Any contact should be made as soon as possible before the AHRC application deadline; contact details can be found in [section VII B](#).

Placement Institution	Contact requirements
Harry Ransom Center	Not mandatory but applicants may contact if needed
Huntington Library	Not mandatory but applicants may contact if needed
Library of Congress	Not mandatory but applicants may contact if needed
National Institutes for the Humanities	Applicants must contact NIHU
Shanghai Theatre Academy	Applicants must contact Shanghai Theatre Academy
Smithsonian Institution	Applicants must contact the Smithsonian
Yale Center for British Art	Not mandatory but applicants may contact if needed
National Museum Institute	Applicants must contact the National Museum Institute

V. Guidance on Costs and Project Timescales

Unless otherwise stated, project costs, minimums, maximums and timescales as published in the AHRC Research Funding Guide will apply.

All IPS placements will be for two to six months, and the total awarded will be a £870 one-off stipend for travel and visa costs and a living stipend of **£1,500** for each month of the Fellowship. All costs will be paid directly to the submitting UK Research Organisation (RO) at 100% Full Economic Cost.

It is a condition of the award that the RO pays funds to fellows in full, in advance of the placement. This will allow flights and accommodation to be booked by the Fellow in advance of their placement. The RO will then recoup the funds when these are paid to them by AHRC.

IPS fellows will continue to receive any stipend/salary they receive as part of any current AHRC or ESRC award funding. **No additional time** will be added to the AHRC/ESRC award end date or submission date to compensate for time spent on their placement.

IPS fellowships cannot be extended or reduced, so careful consideration must be given to the time required to complete their proposed research. Applicants should discuss their work plan with their UK RO supervisor and the placement institution to ensure their proposed research can be completed within a realistic timescale, and will appropriately feed into the applicant's current research or any AHRC parent project.

The number of Fellowships the AHRC expects to award at each host can be found in the table below, as well as the eligible time period for undertaking a placement:

Host	Expected Awards	Window for Fellowships to Take Place	Fellowship Duration
Harry Ransom Center	5	1st Sept 2020 – 31st May 2021	2-3 months
Huntington Library	10	1st July 2020 – 30th June 2021	3-6 months
Library of Congress	25	1st Oct 2020 – 30th Sept 2021	3-6 months
National Institutes for the Humanities	11	1st July 2020 – 30th June 2021	3-6 months
Shanghai Theatre Academy	4	1st Sept 2020 - 31st Dec 2020 <i>OR</i> 1st March 2021 - 30th June 2021	3-4 months
Smithsonian Institution	5	1st Oct 2020 – 30th Sept 2021	3-6 months
Yale Center for British Art	5	1st July 2020 – 30th June 2021	3-6 months
National Museum Institute	5	1 st July 2020 - 31 st Dec 2020 <i>OR</i> 1 st Jan – 30 th June 2021	2-6 months

Please note with the exception of the Yale Centre for British Art all calls require a CV.

VI. Application Process and Format

Applications should be completed and submitted using the Research Councils' Joint electronic Submission (Je-S) System (<https://je-s.rcuk.ac.uk/>) by **4pm on Thursday 6th February 2019**, and will

need to go through the approval process at the UK RO prior to this deadline. There is no cap on the numbers of applications that can be submitted by a UK RO.

Please note that we cannot accept applications directly from students: the application must come from the UK RO and the Grant Holder must be in the name of someone at the RO eligible to submit an application (for example a member of staff in the Research Office), please speak to your Research Office or Je-S administrators for guidance on who should submit your application (although you will need to complete elements of the application yourself). Please note the names Grant Holder does need a fully registered Investigator level account.

ECRs should submit their own application following the UK RO approval and submission process, and will need to name themselves as the Grant Holder. The International Placement Scheme has some specific requirements that should be followed when completing the application form in Je-S. [‘How to complete the Je-S application form for IPS’](#) provides guidance on the information that needs supplied, including what to enter in the application form itself and which attachments are permitted.

Applications should be submitted through the Je-S system at the latest by **4pm on 06/02/20**, and will need to go through the appropriate institution submission process. You should submit your proposal using the Research Councils’ Joint electronic Submission (Je-S) System (<https://je-s.rcuk.ac.uk/>).

To prepare a proposal form in Je-S:

- log-in to your account and choose ‘Documents’ from the menu;
- then select ‘New Document’;
- ‘AHRC’ as the Council,
- ‘Studentship Proposal’ as the Document Type;
- ‘International Placements’ as the Scheme;
- ‘Host Institution name’ as the Call/Type/Mode and
- ‘Create Document’.

Je-S will then create a proposal form, displaying the relevant section headings. Using the ‘Help’ link or clicking the blue question mark at the top of each section will provide guidance relevant to that section of the form.

Note that selecting ‘Submit document’ on your proposal form in Je-S initially submits the proposal to your host organisation’s administration, not to AHRC.

Please remember to allow sufficient time for your organisation’s submission process between submitting your proposal to them and the Call closing date. To see the documents organisational submission path please ‘Open’ the document and select ‘Document Actions’ and then ‘Show Submission Path’

VII. Assessment Process and Criteria

Unless otherwise stated, the assessment process and criteria as stated in Section 5 of the [AHRC Research Funding Guide](#) will apply.

Call timetable

Activity	Date
Applications open	18/11/2019

Deadline for submissions	06/02/2020
Peer Review	17/02/2020 – 29/03/2020
Panel meeting date	30/03/2019 – 30/04/2020
Funding decisions to be issued	Mid-End of May 2020
Start date of awards	Varies dependent on Placement Institution
End date of awards	Varies dependent on Placement Institution

During the assessment process the following criteria will be considered:

- the extent to which the proposed research fits the collections identified in the application;
- the extent to which the fellowship and collections to be consulted would ‘add value’ to their research (especially if the collections are unique or rare); applicants may suggest how their fellowship may be of value to the IPS institution;
- the extent to which the fellowship would be an effective use of the applicant’s time - applicants may include a timetable;
- the extent to which the application identifies personal development opportunities through networking with other research scholars. This might include the presentation of on-going work or immediate or longer term collaborative opportunities;
- if the intended research is to be practice-led, the applicant’s own practice must be an integral part of the application and the creative/performative aspects of the research must be made explicit. The applicant must explain how practice is an integral part of the project and not just the outcome;
- where appropriate, the applicant must demonstrate that they have the necessary expertise required to undertake the proposed research, for example, language proficiency if the applicant wishes to research works written/spoken in a language other than English.

Applications will be peer reviewed by relevant experts at the placement institution and then moderated by AHRC. Details of the grading scale used for IPS can be found on our website [here](#).

A. Outcomes

Funding decisions will be communicated to the persons who were selected as ‘grant holders’ on the application form, where the applicant is a student this email should be forwarded to them without delay. The email will provide successful applicants with further information about their placement and will ask successful applicants to confirm their start and end dates of their placement. Applicants will have **10 working days** to confirm this. Failure to do so will result in AHRC using the dates originally selected in the application. Beyond this, applicants will be required to contact the host institution directly to discuss any changes before contacting AHRC to process the changes.

Around 30 days from the first successful notification the UK RO will receive an official offer document from AHRC via our Je-S system confirming the dates and funding amount, this should be made available to the student or ECR.

Finally you will receive documentation from your placement institution; further details of this will be provided if your application is successful.

VIII. Scheme Requirements and Post Award Reporting

If successful, IPS Fellows are responsible for booking travel and accommodation (including any travel insurance) and securing appropriate visa arrangements themselves. Local accommodation is available close to each host institution, further information regarding accommodation options will be provided if you are successful.

The offer letter issued by AHRC and the paperwork from individual placement institutions will be enough to secure your visa, and your UK RO may be able to assist you in making a visa application. Applicants are advised to start the visa application process as early as possible.

On completion of the IPS fellowship, the AHRC will contact applicants asking them to submit feedback on their placement. AHRC may also contact Fellows in the future to understand more about the impact the award has had on their career.

IPS Fellows do not need to submit receipts for living expenses, visas or flight costs following the end of the award. If there has been any underspend on the travel and visa costs this money can be transferred to spend on living costs without any requirement for permission from AHRC. However if IPS Fellows do not spend all of the funds allotted to them from the award (e.g. if the Fellow does not stay for the whole award period) the RO should return any unspent funds at reconciliation (applicants should discuss this process with their RO directly).

All recipients of Research Council funding are required to enter the details of their outputs and impacts through the researchfish® system. Students are only required to enter details in researchfish® from the third year of their PhD onwards; Early Career Researchers are required to enter details from the first year of their main research grant. Invitation emails will be sent to award holders at the point at which they are required to start using researchfish®. More details regarding researchfish® are available on the UKRI website here: <https://www.ukri.org/funding/information-for-award-holders/research-outcomes1/>

For further information on supporting training awards please see the [UKRI Training Grant Guide](#), [UKRI Training grant Terms and Conditions](#) and the [Funding for Research Training](#) page.

A. Contact Information

For queries about this call such as eligible activities and costs or remit of the call please contact AHRC at enquiries@ahrc.ukri.org or telephone: 01793 416 060 (available Monday to Friday 8:30-16:30)

For queries on using Je-S such as creating and submitting the application form or Je-S account creation, please contact the Je-S Helpdesk on 01793 444 164 or jeshelp@je-s.ukri.org (available Monday to Friday 08:30 – 5:00 and Friday 08:30 – 4:30pm).

B. Contacts for each host

For all administrative queries including questions on eligibility and completing the application, please email enquiries@ahrc.ukri.org.

For questions relating to the host institutions (collections, accommodation, etc.), a list of appropriate contacts at each placement institution who can be contacted to discuss the application is below:

Harry Ransom Center	Applicants may contact HRC if needed. Please see ' Application Procedures ' for collection and contact information
Huntington Library	Use the Library contact us page to select the area you are interested in.
Library of Congress	Travis Hensley, Program Specialist, Library of Congress Office of Scholarly Programs (then@loc.gov) – Travis will direct you to the appropriate individual.
National Institutes for the Humanities	Please see separate table below; NIHU has many different institutes with separate contacts.
Shanghai Theatre Academy	Anne ZONG Yu, Assistant Director, STA International Cooperation Office, annezong@139.com or annezong@hotmail.com , 0086-21-6248 6050.
Smithsonian Institution	From this page please select a name by clicking into the 2020 SORS PDF and searching for the appropriate individual. If successful, the selected individual will act as advisor during the applicant's time at Smithsonian. As such applicants must include the name and department of their advisor when submitting their application form to AHRC. When contacting the Smithsonian please use this template
Yale Center for British Art	Please use the departments page to find appropriate contacts from the Collections
National Museum Institute	Please contact departments page NMI for information on the collections available. Please contact geeny.george@ukri.org at UKRI India for any other queries.

NIHU Institutes	Contact department and email
Research Institute for Humanity and Nature	International Affairs Subsection kokusai@chikyu.ac.jp
International Research Centre for Japanese Studies	koryu@nichibun.ac.jp International Exchange Unit
National Museum of Ethnology	kokkyo@minpaku.ac.jp International Cooperation Unit
National Museum of Japanese History	kokusai-e@ml.rekihaku.ac.jp International Exchange Section Department
National Institute of Japanese Literature	study-ml@nijl.ac.jp Research Support Unit
National Institute for Japanese Language & Linguistics	suishinka@ninjal.ac.jp Research Promotion Division