

## Terms and Conditions - Researcher Exchanges

### Eligibility: Who can apply to take part in a Researcher Exchange

Applications for funding must include one researcher (Activity Lead), and one Host; i.e. :

- India to UK Exchange: Activity Lead (researcher) based in an Indian institute, Host based in a UK institute
- UK to India Exchange: Activity Lead (researcher) based in a UK institute, Host based in an Indian institute.

Both the Activity Lead and the Host must be members of the Open Network of India-UK Water Scientists.

The IUKWC supports two types of Research Exchanges, with differing eligibility criteria:

- The **Senior Exchange Scheme** provides support for leading scientists and focuses on developing new ideas for future India-UK projects. Applicants should normally have a PhD and over 8 years subsequent research experience.
- The **Junior Exchange Scheme** provides support for early career researchers (<8 yrs.' since PhD), PhD students and researchers with a minimum of 3 years' research experience post M.Sc.; providing experience of working internationally, developing scientific skills and laying the seeds for future India-UK collaborations as their careers progress.

### Thematic Focus and Programme

Exchanges need to address at least one of the IUKWC themes; the specific themes the IUKWC would like to address in any particular Exchange will be provided in the call announcement.

The detailed programme for the exchange (including duration, dates and location) will be developed by the Activity Lead in conjunction with the Host, it will need to be agreed by the IUKWC in advance to ensure it reflects the objectives of the IUKWC appropriately.

### Exchange Logistics

#### Location of Exchange

The IUKWC aims to hold at least one exchange each year in each of the UK and India. Guidance on the location for the exchange will be provided in the call announcement.

#### Duration of Exchange

Exchange visits are normally expected to last between 1 and 3 weeks, although longer durations will be considered. Applicants need to justify the timeframe proposed for the exchange.

#### Timing of Exchanges

Exchanges will be in the six-month period following the call of 01 January–30 June or 01 July–31 December. Guidance on the timeframe for undertaking the exchange will be provided in the call announcement.

#### Finding a host institution

It is expected that the Activity Lead will arrange with a relevant host institution/s where they wish the exchange to take place prior to application. The IUKWC can help with introductions, where necessary, prior

to application if, for example, an applicant wished to undertake an exchange at a particular institution at which they had limited connections. All offers of an exchange will be contingent upon the IUKWC receiving a letter of support from the host institution and the Host being a member of the Open Network of Water Scientists.

### Expectation of Activity Leads

The IUKWC provides funding and administrative support to Activity Leads however primary responsibility for organising and taking part in the exchange lies with the proposer. Successful Activity Leads will be invited to submit and discuss detailed plans with the IUKWC to be agreed before the exchange.

All applicants should carefully consider the following before applying. Activity Leads on exchange are expected to:

- Ensure their continued availability to organise and complete the exchange as proposed. An accepted offer to undertake an exchange is not interchangeable with colleagues. It is expected Activity Leads will utilise resources within their institutes to help organise their exchange.
- Be able to attend the dates and location of the Exchange, and in the event of international travel have a valid passport for the dates of the event, and no pre-existing circumstances that would limit the ability to obtain a valid visa.
- Have secured the support from their home institution, and their proposed host institution. Successful Activity Leads will be offered an exchange upon the IUKWC receiving letters of support from their home and host institutes.

In the event of an Activity Lead not being able to carry out the organisation of and participation in the exchange, the IUKWC will reserve the right to withdraw support for the exchange.

### Role of Activity Leads and Hosts

The Activity Leads and the Host will be responsible for:

- Developing detailed programme for the exchange (including, location, dates, and host institutes) with agreement of IUKWC.
- Developing a detailed budget for the exchange within the overall funding limit; including agreeing with the Host/s what will be provided in-kind and what will require funding from the budget.
- Arranging host institutions.
- Arranging travel, accommodation and subsistence during the exchange.
- Arranging for letters required for visa applications from the home and host institution.
- Ensuring an up-to-date and valid passport.
- Ensuring appropriate travel and/or medical insurance is arranged privately or via the home institute.
- Arranging for a half/one day local workshop, or a seminar/lecture during the exchange.
- Production of an Activity Report and Brief.
- Submitting receipts and claim forms in a timely fashion

### Role of the IUKWC

The IUKWC will be responsible for:

- Agreeing the programme for the Exchange (including location and dates) as proposed by the Activity Lead and Host.

- Approving budget.
- Publication of Activity Report and Brief.
- Reimbursement of expenses, payment of costs associated with the Exchange as agreed with the IUKWC and within the overall budget.

### Reporting

Activity Leads and Hosts will be responsible for producing an *IUKWC Activity Report* after the event. This should document the exchange and be a record of the activity itself.

In addition, Activity Leads will be required to produce one of the following types of *IUKWC Briefs*:

- *State of Science Briefs*: Providing short, accessible summary of the current state of India-UK science in the science area of the Workshop with recommendations for future collaboration needs.
- *Capacity Building Briefs*: Providing an outline of future training needs in relation to the area of Indian-UK water science covered by the Workshop.
- *Knowledge Exchange Briefs*: Providing either: a) how recent India-UK water science can be translated into commercial opportunities for Indian and UK businesses or the science innovation needs of the private sector in a particular area or, b) the potential policy implications of new science or the science required to support future policy development.

The specific reporting requirements for each activity will be agreed in conjunction with the IUKWC before the event takes place. Activity Reports and Briefs should be produced within two months of the event taking place (unless otherwise agreed with the Secretariat) and will be published on the IUKWC website. The IUKWC holds various templates which are appropriately branded and must be used for use in creating documents.

### Funding

The maximum funding available for each exchange in the UK or in India will be provided in the call. The funding limit outlined in each call will be a maximum reclaimable amount; funding will not be provided in the form of a lump sum but costs will be reimbursed on the basis of receipts-based claims after the Exchange has taken place - unless otherwise specifically agreed with the IUKWC. Guideline reimbursable budget limits will be provided. In general funding will cover the following:

Expense	Funded/ Reimbursable with original receipts	Not funded/reimbursable – individual responsible for this expense
<b>Travel and Subsistence Costs</b>		
Travel from home/work to departure airport in participant's own country - International participants		Not reimbursable
Flights UK to India or India to UK- International travel	Yes –economy class fare	
Travel from accommodation to host institution in host country - travel	Yes	
Travel from arrival airport to accommodation	Yes	
Visa and passports (incl. new or replacement upon loss)		Not reimbursable
Insurance or medical costs		Not reimbursable
Accommodation during dates specified for exchange	Yes	

Accommodation before or after specified dates for exchange		Not reimbursable
Meals during Exchange	Yes	
Meals in transit in home country		Not reimbursable
<b>Exchange COSTS</b>		
Salary costs for Exchanger and hosts		Not reimbursable
Local costs in host institute associated with the Exchange (e.g. access to equipment)	Yes- as agreed with the IUKWC and included in the overall budget limit	
ALL OTHER COSTS	ONLY BY SPECIFIC AGREEMENT WITH IUKWC	ONLY BY SPECIFIC AGREEMENT WITH IUKWC

### Claiming Expenses

- Separate guidance on how to claim reimbursement for expenses will be provided to the successful applicants
- In case of loss of passport/ visa or other travel delays, additional costs associated with rearranging dates/flight/hotel bookings are not reimbursable, but should be recovered through your travel insurance policy or home institution.

### Cancellations

- Where an applicant does not attend their Exchange as planned and it cannot be rearranged the IUKWC will not reimburse/refund any costs expended – unless there are exceptional circumstances. Any additional costs associated with rearranging dates of the Exchange will not be refunded.
- In the case of exceptional circumstances necessitating an applicant being unable to participate in the Exchange the IUKWC would require supporting documentation/evidence of the circumstances to support any request for reimbursement/refund. These claims will be then evaluated by the authorising manager before payment.

### Ethics and Research Governance

Applicants must ensure that the proposed activity will be carried out to the highest standards of ethics and research integrity. Please refer to the Research Councils UK “Policy and Guidance on Governance of Good Research Conduct” and India Ministry of Science and Technology’s “Science, Technology & Innovation Policy 2013”.

### Data Protection

The IUKWC will use the information that is collected for the purposes of processing your application and making, monitoring and reviewing applications. Information will be shared between CEH and IITM for logistical arrangement of activities.