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Uppsala Forum Visiting Fellowship Program Guidelines for Application

The Uppsala Forum Visiting Fellowship Program is open for applications from researchers that are employed within the Uppsala Forum departments.

The application procedure

Applications should be no longer than **two pages**. As a general principle, priority will be given to applications deemed to be of a wider interest to the extended Uppsala Forum environment. Uppsala Forum strives to achieve geographical diversity and gender equality amongst its applicants.

The application must include:

- Name, title, civic registration number, telephone, email, postal address and a short resumé of the main applicant. The applicant must be a researcher at an Uppsala Forum department.
- Name, title, civic registration number (if applicable), telephone, email, postal address and a short resumé of the visiting fellow.
- Name, title, telephone, email, postal address and a short resumé of co-applicants.
- Note that full CVs should be attached to the application as appendixes rather than being a part of the application text.
- The names of the departments involved, and researchers involved in the visit.
- A description of the aim of the visit and how the visit will benefit the research environment within Uppsala Forum.
- A statement on how the visiting fellow will participate in educational activities within the Uppsala Forum units.
- The proposed dates of the visit and a justification of the visit's length.
- Cost estimates for travel and lodging costs. Remember to take overhead costs into account. Uppsala Forum covers OH costs up till 30 %.
- Applications are made on behalf of the host department and **must be dated and signed** by both the head of department and the main applicant.



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The main applicant is responsible for informing the visiting fellow beforehand that he or she is to hold at least one *Uppsala Forum Guest Lecture* and, if the length of the stay permits, participate in teaching at undergraduate or post-graduate level and in workshops, seminars etc. which cater to senior researchers.

The visiting fellow shall provide Uppsala Forum with information about:

- Himself/herself, including contact information and a picture,
- The purpose of the visit and the planned activities during the stay in Uppsala.

This information will be posted on the Uppsala Forum website.

Granted funds

Beginning 2015, Uppsala Forum will release grants to host departments only upon submission of final financial report of expenditures. All bills and receipts related to the event are to be sent, with attached documentation, to Mattias Vesterlund (mattias.vesterlund@ires.uu.se).

Reporting requirements

The main applicant shall submit a written report to the research director within 30 days of the departure of the visiting fellow. The report should include:

- A report on the activities the visiting fellow was involved in during his/her stay in Uppsala.
- If the visit resulted in a joint project application, project funds or a publication, the research director should also be notified of this, albeit at a later date.
- A financial report of expenditures.

Deadlines for applications

The deadline for applications is **March 31 for the spring semester** and **October 31 for the fall semester**. Applications should be submitted both in paper form and electronically through e-mail.

Applications should be sent to Research Director Patricia Mindus, Uppsala Forum on Democracy, Peace and Justice, Institute for Russian and Eurasian Studies (IRES), Box 514, 751 20 Uppsala. / patricia.mindus@ires.uu.se.