

Newton International Fellowship (NIF) Scheme – Guidance Document for UK Host Organisations and Co-Applicants

Responsibilities of the UK Host Organisation

Although a NIF does not become an employee, by giving its formal agreement to accept them, the host institution commits:

- To appoint each NIF on terms which are no less favourable than those of comparable posts.
- To provide all the necessary departmental and institutional support to enable each award-holder to complete the Fellowship successfully, including the provision of adequate office, library and laboratory spaces and access to essential equipment, software and facilities.
- To effectively administer the grant, to include ensuring the NIF receives their stipend payments in a timely fashion.
- To support each NIF to be recognised as a full member of the Faculty/sub-Faculty/School/Department and to encourage their participation in departmental meetings and social events.
- To avoid over-burdening the individual with administrative and teaching responsibilities, thereby allowing them to focus on research.
- To support the NIF in the process of applying for a Tier 1 visa.

Responsibilities of the UK Co-applicant

The UK-based Co-Applicant must be an established independent researcher who is employed on a permanent or fixed-term contract in a publicly-funded research organisation, and of at least postdoctoral (or equivalent) status. The Co-Applicant is responsible for:

- Assisting with the preparation of the grant application.
- Overseeing the practical and administrative arrangements for the duration of the Fellowship, to include assisting the awardee with the visa application process, and liaising with the institutional research/finance office as required (e.g. in relation to payment of the stipend).
- Providing mentoring support and advice to the award-holder throughout their Fellowship.
- Welcoming the NIF into their research group, and more generally, inducting them into life at the UK host organisation.
- Assisting the NIF to secure appropriate, further funding opportunities.
- Promoting longer-term collaboration with the NIF.