



**University of East Anglia Archives and Collections Visiting Fellowships Application Form**

Applications will be assessed using the following criteria:

- The academic merit of the project.
- The extent to which the project requires use of the University of East Anglia’s archives and collections.
- The nature and clarity of any proposed outputs and future plans.
- The credibility of the budget and costing.
- The extent to which the project is logistically credible for the University of East Anglia. **You must initiate a conversation about your project with the relevant archivist AT LEAST 10 working days before the deadline for submission to demonstrate that these logistical considerations have been discussed. To contact the relevant archivist please email [HUM.research@uea.ac.uk](mailto:HUM.research@uea.ac.uk)**
- The potential impact of the proposed contribution to the Norwich community, which can include the public and/or the University’s research community.
- The project’s potential for future collaborations and/or grant applications with the University.
- The Referee’s Letter of Support (1 page or c500 words) for the application (for further details see p.3)

Applications will be treated as confidential to the academic board and its external assessors. However, the details of successful projects (including the project teams) will be advertised on the University of East Anglia’s websites as well as distributed to third parties, which may include the media. Submission of the application form will be interpreted as acceptance of the holding and processing of application and personal data for the purposes of processing applications and awards.

Acceptance of any award will be interpreted as acceptance of the holding, processing and sharing of such data publicly for publicity, marketing and advertising purposes. All decisions of the academic board will be final. Applicants will be informed of the decision by email.

Project Title:	
Visiting Fellow (initials only)	
Duration and dates of visit(s)	
Project Title:	
Name of Referee	

<p><b>Your Bio Details</b> – <i>Please give a brief biographical overview (max 200 words)</i></p>    
<p><b>Project Details</b> – <i>Please give an overview of the wider project of which this visit is a part of, including brief details of any further work, and planned or possible outcomes such as publications, funding bids etc.</i></p>       

Please explain why this visit is necessary and what you will do during your time here.

How will your visit benefit UEA and the Norwich Community?

**Budget** - Please provide information including travel to, from and during your visit; and any accommodation, subsistence and expected sundries to be covered. **Please note: accommodation and subsistence should typically amount to no more than £500 per week except in exceptional circumstances.**

Overall expected cost: £ \_\_\_\_\_

**Supporting Statement from the UEA archivist** – Please confirm that you have had a discussion with the applicant and that proposed visit dates can be facilitated. (You may also include details of any potential logistical issues, additional costs relevant to this application.)

Please note that expenditure will be claimed per the University of East Anglia's Expenses and Benefits Policy.

**Please submit completed application forms by email to [HUM.Research@uea.ac.uk](mailto:HUM.Research@uea.ac.uk) by the deadline of 5pm, 28 March 2025. Academic queries may be sent to [HUM.Research@uea.ac.uk](mailto:HUM.Research@uea.ac.uk)**

It is the responsibility of the applicant to ensure that your Referee's Letter of Support\* (1 page or c500 words) for the application is submitted by the closing deadline.

\* Referees should comment on the academic merit of the application and the importance of the programme proposed, as well as the applicant's suitability and ability to complete it.