



## Guidance for applicants to become a Hosted Fellow at the McDonald Institute

We encourage applicants for **competitive funded Postdoctoral positions** (normally from sources outside of the UK) where the funding is held by the individual and/or other organisation and not by the McDonald Institute or University of Cambridge, but where the McDonald Institute supports the application, agrees to make the successful applicant a Fellow, and to act as an institutional host for all or part of the individual's funding up to a maximum of two years in duration (referred to as **Hosted Fellows**). This guidance does not apply to regular competitive funding schemes administered by the McDonald Institute and where the applicant would become an employee, such as ERC Marie Curie Fellowships, British Academy Fellowships, Leverhulme Early Career Fellowships etc.

### Developing your project

It is expected that the applicant secures a current Member or Fellow of the McDonald Institute as a sponsor and works with them to develop the project well in advance of any deadline. [Please see the People section of the McDonald website for further information on staff interests.](#) The sponsor would act as your effective institutional 'line manager' if successful.

It is also expected that the applicant and sponsor jointly discuss the project with our Research Facilitator Mr Nicholas Ward ([ngw25@cam.ac.uk](mailto:ngw25@cam.ac.uk)), well in advance of the submission of the application and at least two months beforehand. The development process should include both intellectual and logistical aspects of the proposed project including detailed costings and programmes of work alongside any formal application documents and a copy of the applicants CV. Once drafts of these have been developed and considered, the Institute will provide a letter of support to meet the funder's criteria and setting out the terms by which we will host the applicant. It remains, however, wholly the responsibility of the applicant to submit and secure any necessary funding applications and to meet visa and associated entry criteria.

The McDonald Institute cannot support funding applications until we are satisfied with the proposed programme of research and associated budget. Also, we cannot support applications submitted at late notice.

### Costs and benefits

Discussions should include consideration of costings for the project and the specific facilities that will be required. Applicants would normally be expected to include a contribution to Institutional costs by paying a bench fee of **£1,000 per term**. Projects would also need to cost visa and associated entry fees including NHS charges (see below).

Applicants and sponsors planning to use [laboratory facilities](#) must discuss these with the appropriate Laboratory Director and fully cost the use of these facilities - this may include payment of additional Laboratory Bench Fees as well as costs for equipment use, staff time and consumables. Details of these costings must be supplied before the McDonald Institute can agree to support and host any such application.

Successful applicants will not be employed by the McDonald Institute but will hold the right to conduct research at the McDonald Institute and will be considered as a Fellow of the McDonald Institute for the duration of their stay with the associated benefits, including desk/office space, library access, access to mentoring and career development schemes, and the ability to apply to the McDonald Institute Grants and Awards Committee for additional research funding in support of their work.

## **Entry to the UK**

Applicants must secure a [Temporary Worker – GAE visa \(Government Authorised Exchange\)](#), sponsored by the University, and cover their own visa and NHS surcharge costs, as well as all travel, subsistence and research costs. In line with UK GAE visa requirements these costs must be met by another funding body – the applicant cannot be self-funded. We do not normally support applications where the applicant would need to become an employee of the University and we cannot support GAE applications where the applicant has received funding without developing the project and costing with us before hand as outlined above.

To apply for a Certificate of Sponsorship (CoS) for a GAE visa on your behalf we will require a completed GAE application form and the following documentation:

- Detailed CV
- Photo page of the applicant's valid passport
- Copy of qualifications held, plus certified translation if not in English
- Evidence of funding – a copy of the letter from the organisation that is sponsoring the stay whilst at the University of Cambridge. The letter should include details on the dates for their stay and the total amount of funds to be received
- Jointly developed research proposal and costings as above

Please note that the development of these fellowships and the required visa arrangements can take considerable time to process and these must be factored into the application timescale. We cannot support applications which do not leave appropriate time to complete the required documentation.

Applications for a GAE visa can be made after the submission and/or award of a funding application, but please note that the McDonald Institute cannot assume any liability should a GAE visa application not be successful, even if that means that a funding award cannot be taken up by the applicant. While we submit the CoS for the GAE visa on behalf of the applicant, the full responsibility of meeting the GAE requirements falls with the applicant.

**McDonald Institute for Archaeological Research**

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