

Further details on post award arrangements

Responsibility of the nominating member of staff (the 'academic champion') and host School

The academic champion nominating the Visiting Professor will be responsible for management of the visit throughout the duration of the award. Following the approval of the application he or she will:

- Contact the Visiting Professor on a regular and timely basis to ensure that the visit schedule is agreed and finalised well in advance of the visit commencing.
- Liaise with the JRRI office to seek advice and support on all practical and logistical aspects to the visit. This may include arranging suitable travel and accommodation for the visitor whilst in the UK; promoting any specific lectures, workshops or conferences associated with the visit.
- Ensure that final reports are written and sent to the JRRI office following the agreed template and within four weeks of the completion of the visit.
- Provide periodic updates to the JRRI on any long term strategic and collaborative research agendas that may have arisen as a direct and/or indirect result of the visit.

Completing your report

Once the Visiting Professor's visit to Manchester has concluded, it is the responsibility of the nominating academic (in collaboration with the Visiting Professor) to produce a short report outlining the impact and outputs of the visit. These will be reviewed by the JRRI. Completed reports should be around one side of A4 and must include:

1. Background to the visit;
2. The name of the Visiting Professor, the school/centre which hosted the visit and the name of the nominating academic;
3. The dates of the visit;
4. The full and final cost, including details of any other sources of funding used in partial support of the visit;
5. Impact of the visit (short and long-term) – these should be related back to the original aims of the visit as outlined in the application;
6. Activities that took place during the visit (this may include undergraduate teaching, PhD supervision, meetings, workshop delivery, public lectures, etc.);
7. Key outputs of the visit (indicate any publications that are planned, are in preparation or have arisen; grant applications with University of Manchester academics; sustained contribution to PGR supervision or examination, etc., from which a tangible outcome can be evidenced or is expected);
8. Evidence of any medium- or long-term strategic relationship between the nominating School/Discipline area and the VP or her/his organisation (e.g. the potential for a fixed-term or part-time post for the VP, an honorary research position, etc.); what plans are being put in place to further develop this relationship?
9. Evidence of research activities related to the Special Collections of The University of Manchester Library;
10. Any other contribution to the intellectual climate of the nominating School/Discipline area;
11. Whether the visit was publicised either within the university or externally, and any media coverage and/or presentation of work to a general audience;
12. Any other dissemination (e.g. conference, other publicity) that has taken place or is planned for the future;
13. Contribution of the visit to the VP's career development;
14. Any problems that may have been encountered before or during the visit and/or ways in which the scheme can be improved.

Completed reports should be sent in electronic copy to the Institute at: JRRI@Manchester.ac.uk