

## ANALYTICAL CHEMISTRY TRUST FUND

### OUTREACH SCHOLARSHIPS

#### Regulations

The Object of the Analytical Chemistry Trust Fund is to promote, assist and extend the science and study of Analytical Chemistry and of all questions relating to the analysis, nature and composition of natural and manufactured materials for the benefit of the public.

#### Definitions

Scholar	Means the holder of an Outreach Scholarship, including a team of up to three people
Scholarship	Means an Outreach Scholarship
Home Country	Means the United Kingdom (UK) or the Republic of Ireland (RoI) of which the Scholar is a citizen
Home Institution	Means the industrial, academic or public service organisation which employs the Scholar in the UK or RoI
Host Institution	Means the Higher Education Institute (HEI) or Research and Training Organisation (RTO) or other organisation in a Low/Middle Economy country
Low/Middle Economy	Means economies classified by the World Bank as Low Income Economies; Appendix I
Trust Administrator	Means the Administrator of the Analytical Chemistry Trust Fund
Trustees	Means the Trustees of the Analytical Chemistry Trust Fund
Work Programme	Means the programme of work or study to be undertaken by the Scholar during the period of the Scholarship
Applicant	Means a team of up to three people who fulfill the eligibility requirements

#### 1. Purpose

The purpose of the Outreach Scholarship scheme is to provide the opportunity for citizens of the UK or RoI who are employed in their industrial, academic or public service sectors, or have recently retired from the same, to visit a Host Institution in a Low/Middle Economy country to disseminate new analytical science knowledge, or experience of analytical science teaching, learning or training methods, which would be

applied in the Low/Middle Economy country. The emphasis would be very much on achieving a practical and beneficial impact in the Low/Middle Economy country, rather than on purely academic research.

## **2. Eligibility of Applicant**

2.1 Applicants shall be citizens the UK or RoI or have a relevant connection with the UK or RoI.

2.2 Applicants shall be employed in or recently retired from industry, academia or the public service in the UK or RoI or normally be a registered post graduate student at a university or college in the UK or RoI.

2.3 Applicants shall supply written confirmation of their employment in industry, academia or the public service or student status in the UK or RoI.

2.4 Unless already a member, Scholars shall apply for Membership of the Royal Society of Chemistry and its Analytical Science Community within one month prior to the commencement of the scholarship. Application forms can be found at:-

<http://www.rsc.org/Membership/join/admission/index.asp>

2.5 Applicants shall hold a recognised under- or post-graduate qualification in analytical chemistry / science or a subject closely related to analytical chemistry / science, or shall demonstrate a long term interest and record of achievement in analytical chemistry / science.

2.6 Applicants shall be 21 years of age or over.

2.7 Current and former Scholars are not eligible to apply for a second scholarship.

## **3. Scholarship Work Programme**

3.1 Each Scholarship shall be for a period of not more than three months.

3.2 Applicants shall submit a comprehensive Work Programme for the full period of the Scholarship.

3.3 Applicants, in consultation with the Host Institution, are free to choose the subject of the Work Programme, provided that:-

- The principal objective of the Work Programme is to disseminate new analytical chemistry / science knowledge, or experience of analytical chemistry / science teaching, learning or training methods in a Low/Middle Economy country;
- There is a clear strategy for applying and exploiting the results in the Low/Middle Economy country;
- The subject should be of social or economic or educational or environmental significance to the Low/Middle Economy country.
- Preference will be given to Work Programmes that are likely to achieve a practical and beneficial social or economic or educational or environmental impact in the Low/Middle Economy country, rather than on purely academic research.

3.4 The Work Programme shall be conducted largely at the Host Institution. Exceptionally, other organisations outside the above definition of a Host Institution shall be considered; for example, a related hospital.

- 3.5 The Host Institution shall provide written confirmation of its acceptance of and support for the applicant's Work Programme.
- 3.6 The Scholar shall provide the Trust Administrator with a comprehensive report of the Scholarship within one month of the end of the Scholarship.
- 3.7 Scholars are expected to devote themselves full-time to their Work Programme.

#### **4. Finance**

- 4.1 The total value of the Scholarship will not normally exceed £5,000, including items specified in Sections 4.2.1 to 4.2.4 below. It is presumed that the Scholar will continue to be paid their normal salary or stipend by their UK or RoI institution or organisation during the period of their Scholarship.
- 4.2 The Trustees will pay for:-
- 4.2.1 The cost of the Scholar only to travel from the UK or RoI to the Host Institution and back once only, by economy class travel.
  - 4.2.2 The cost of the Scholar's board and lodging in the Low/Middle Economy country.
  - 4.2.3 The cost of the Scholar's visas, insurance, travel and subsistence directly connected with the Work Programme within the Low/Middle Economy country.
  - 4.2.4 The cost of consumable materials directly connected with the Scholar's Work Programme up to a maximum of £400 per month.
- 4.3 Normally 90% of the grant will be paid in advance directly to the Scholar's Home Institution, on invoice to the Trust Administrator. The remaining 10% will be paid on invoice to the Trust Administrator following receipt of the Scholar's report. The Home Institution shall be responsible for disbursing funds to the Scholar as appropriate. The mode and currency of payment will be agreed with the Scholar and the Home Institution.
- Only exceptionally will the grant be paid to the Scholar personally. If not paid directly to the Scholar's Home Institution, 90% of the grant will be paid in advance to the Scholar's bank account. The remaining 10% will be paid following receipt of the Scholar's report. The mode and currency of payment will be agreed with the Scholar.
- 4.4 Applicants, in consultation with the Host Institution, shall provide a comprehensive budget for all cost elements of the scholarship.
- 4.5 The Scholar, in consultation with the Host Institution, shall be responsible for:-
- 4.4.1 Making arrangements for the conduct of the Work Programme at the Host Institution.
  - 4.4.2 If required, work permit, visa and immigration clearance with the Low/Middle Economy country authorities.
  - 4.4.3 Travel arrangements from and to their Home Country and within the Low/Middle Economy country.
  - 4.4.4 Their own domestic arrangements while in the Low/Middle Economy country.

4.4.5 Insurance of their travel costs, personal belongings and medical requirements while travelling to and resident in the Low/Middle Economy country.

4.5 Within two months of the end of the Scholarship, the Home Institution or the Host Institution shall provide the Trust Administrator with a statement of expenditure supported by receipts. Money unspent at the end of the Scholarship shall be returned to the Trust Administrator.

4.7 For the avoidance of doubt, the Trustees will not pay the Host Institution's or the Home Institution's registration fee or bench fee or overhead charge. The Host Institution and the Home Institution must confirm in writing its acceptance of this condition.

## **5. References**

Applicants shall supply references from:-

5.1 A senior member of their Home Institution, giving written permission for the Scholar to undertake the Scholarship.

5.2 A senior member of the Host Institution, who must confirm in writing that it will offer the necessary facilities for conducting the Work Programme.

5.3 The names of at least two independent referees, one of whom at least will be approached by the Trust Administrator. They should be well acquainted with the applicant's work and be prepared to referee the applicant's application. They should not be either of the persons named above. They should not be members of the applicant's Home Institution, nor should they be members of the Host Institution.

## **6. Miscellaneous**

6.1 A scholarship may be terminated or its conditions varied, at any time at the discretion of the Trustees.

6.2 The decision of the Trustees is final.

6.3 The Trustees reserve the right to make no award.

6.4 Any Scholar whose progress or conduct does not satisfy the Trustees shall have the grant terminated.

6.5 If a Scholar, for any reason, ceases to undertake the Work Programme the Trustees must be informed immediately in writing. Where possible, at least one month's notice should be given of any material change in the Scholar's or the Work Programme's circumstances.

6.6 Scholars should seek to publish the results of their Scholarship in accordance with normal academic practice, preferably in RSC journals. The Scholar, the Home Institution and the Host Institution shall acknowledge the support of the Analytical Chemistry Trust Fund in all publications and materials resulting from the Scholarship.

6.7 The Trustees accept no responsibility, financial or otherwise, for expenditure by the Scholar or the Host Institution in addition to the Scholarship grant, or liability arising from the Scholarship.

## **7. Contact**

For further information and an application form, contact the Administrator:-

Dr Ruth Hearn, E-mail: [ruth@rhearn.net](mailto:ruth@rhearn.net)

## APPENDIX I - World Bank Classification of Low income Economies

Afghanistan	Guinea-Bissau	Sierra Leone
Benin	Haiti	Somalia
Burkina Faso	Korea, Dem. People's Rep.	South Sudan
Burundi	Liberia	Syrian Arab Republic
Central African Republic	Madagascar	Tajikistan
Chad	Malawi	Tanzania
Congo, Dem. Rep.	Mali	Togo
Eritrea	Mozambique	Uganda
Ethiopia	Nepal	Yemen, Rep.
Gambia, The	Niger	
Guinea	Rwanda	