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| **GOVERNMENT OF IRELAND POSTDOCTORAL FELLOWSHIP SCHEME**  **Request for permission to spend time away from host institution**   * Fellows are expected to maintain residency in the Republic of Ireland and within a reasonable travelling distance of the Host Organisation at which they are registered for the duration of the Fellowship. It is expected that Fellows will maintain an actual presence within their respective departments/schools in the Host Organisation and that they will maintain regular contact with the Mentor throughout the Fellowship. * The only exceptions to this requirement are to cover periods of fieldwork or research visits that are beneficial to the research work and attendance at conferences. The Fellow must obtain the prior approval of the Irish Research Council before undertaking **a period of more than four weeks** of fieldwork or research visits. * Please note that the Irish Research Council will only consider requests made in advance of travel undertaken. | | | |
| **Section 1 – For completion by Fellow** | | | |
| Name:  (BLOCK CAPS) | Project ID: | | |
| Institution: | | | |
| Email address: | | | |
| ***Details of Travel Request*** | | | |
| Destination: | | | |
| Purpose of trip (e.g. archival research, fieldwork, conference attendance) and brief explanation of how the trip will benefit the research project: | | | |
| Duration of trip: | | | |
| Monitoring of the Travel (if the research travel is longer than a month, please outline how the supervisory arrangements will be undertaken during this period i.e. through email/Skype/phone calls/submission of written work): | | | |
| Signature: | Date: | | |
| **Section 2 – For completion by Mentor** | | | |
| I hereby confirm that I fully support the above request. | | | |
| Name:  (BLOCK CAPS)  Signature: | Position:  Date: | | |
| **FOR OFFICE USE** | | | |
| Received: | Approved (√): Yes | No | |
| Comment: | | | |

Please return signed form to [postdoc@research.ie](mailto:postdoc@research.ie). (Electronic signatures are acceptable.)