Dr Justin D. Livingstone

Institute for Collaborative Research in the Humanities

Queen’s University Belfast

18 University Square

Belfast

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11 April 2016

**MHRA Research Associateships 2016-17**

Dear Dr Livingstone

I am delighted to be able to report that the MHRA has decided that the project ‘David Livingstone’s “Missionary Travels”: A Digital Edition’ should receive an associateship for the academic year 2015-16. The total value of the payment to the Associate appointed will be £23,000, the sum to include all overheads. Would you please confirm as soon as possible that you are prepared to accept the award under the conditions set out in this letter, which have been agreed by the Committee of the MHRA.

I take it from your application that you intend to advertise for the Research Associate. The MHRA would expect to be involved in the appointment and I will confirm in due course who our representative will be so that you can contact him/her about the shortlisting process and dates of interviews. It would also be helpful if I could have sight of the job advertisement before it is released.

By accepting the Associateship, you undertake to arrange for your institutional research finance office to invoice the Assistant Treasurer, Jeremy Wong, in October and April of the award year for half of the amount awarded, respectively. Mr Wong’s contact details are as follows:

[Some confidential material removed]

Please note that no monies can be disbursed until the relevant invoice is submitted to the Assistant Treasurer.

It is assumed that the whole sum awarded will be devoted to the Associateship, after allowance for salary overheads such as the employer’s share of National Insurance contributions or the employer’s share of USS contributions, and that the host institution will bear the cost of any further overheads which may be deemed necessary. As a charity, the MHRA is unable to make awards on the basis of Full Economic Costing. In the event of the Research Associate being appointed to a full-time position, whether of an academic nature or otherwise, during the tenure of the Associateship, the Project Director undertakes forthwith to refund the Association in respect of the period from which the employment commences.

By accepting the Associateship you also agree to co-operate with the MHRA in publishing information (normally online) about its support for your project, supplying text and images as requested.

If the Research Associate is to be based in a university department, the amount of any teaching available can be agreed later: let me know in due course what you propose. A full report on the work of the Associate will be required at the end of his or her tenure of office. An acknowledgement of the assistance of the Association should be prominently printed in resulting publication(s), of which we would appreciate three copies for our archives. I will send you our logo as an email attachment. It would be appreciated if you could use this in any paperwork or publications about the project (resized as necessary).

Please do not hesitate to contact me if you have any queries. The Association is very pleased to assist your project in this way.

Yours sincerely

Chloe Paver, Research Asscociateships Officer