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| Small Grants Scheme,  2021-2022 | IAS-320px-x-332px | logot83thFinal2020UCLflatsmall (003) |



**CENTRE FOR CRITICAL HERITAGE STUDIES**

Please return the completed form by 21 November 2021

**Purpose of funding**

The UCL Centre for Critical Heritage Studies invites applications from **UCL Academic, Research and Teaching staff, postdoctoral staff, Honorary Associates and PhD students** to its Small Grants Scheme, which funds projects that lead to or support collaborative research on critical heritage studies.

We particularly invite proposals that:

* involve collaboration between staff based in different UCL departments, and/or utilise cross-disciplinary approaches
* aim to achieve research impact (through scholarly output, public engagement, influence on policy and practice, knowledge transfer or similar)
* aim to prepare the ground for new, extended research projects (including grant applications).

Typical projects eligible for funding include:

* hosting a research conference, a seminar, workshop, or symposium;
* public engagement activities and collaborations with external non-academic institutions;
* costs associated with a specific project, e.g. research assistant time (UCL HEFCE staff costs/salaries are not eligible);
* costs associated with a pilot study or the preparation of an application for the funding of a major research project, e.g. travel to meet with potential partners at other institutions.

**General Regulations**

* Funding of up to £2000 per application is available per project. In very exceptional circumstances we may consider applications up to £4000. There is no minimum limit for awards.
* The **deadline** for submission of proposals is **21 November 2021 midnight.**
* Projects will be selected by the CCHS Leadership Group. We *aim* to inform applicants of the result by **10 December 2021**.
* The project needs to commence and its allocated funds be spent by **30 June 2022**.

**Further requirements:**

* the application must have the support of the lead applicant’s manager/supervisor.
* administrative support for financial processing and publicity must be available from your home department(s).
* a brief project description for the CCHS website must be submitted within 3 months of the project being selected for funding.
  + acknowledgment should be made of CCHS support in any event literature or project publication; any online details of the project should include a hyperlink to the CCHS website.
  + communication should be maintained during the project to enable reporting and/or publicity on CCHS website and social media (i.e. advance dates on when activities and events will take place, use of the hashtag CCHS on award holder’s own social media posts).
  + a progress report must be submitted by the close of the project (with details of achievements against objectives; future dissemination plans; any income from other sources; and final expenditure).
  + produce a research poster (Powerpoint and PDF) for CCHS promotional activities
  + give a seminar within 6 months of project close
  + the project must be in line with [UCL’s Expenses Policy](https://www.ucl.ac.uk/finance/policies-corporate-info/expenses-policy)

**Selection criteria**

* A contribution to research and debate on critical heritage studies
* An indication of how the proposal contributes to the themes of the existing CCHS research clusters (if applicable), or alternatively, how it expands and contributes to the development of new themes or areas of research in critical heritage studies at UCL
* Quality of the underpinning research
* where applicable, evidence of the capacity to address publics beyond academia and/or create lasting outputs
* A coherent programme
* Value for money and a viable budget, ideally with additional sources of funding indicated
* A completed application form that does not exceed three pages of A4 (not including the required CV of the lead applicant)

**Claiming funds**

CCHS Small Grants funds will be transferred to the individual’s host department **upon project completion**. As you incur costs and make claims to your department, please keep copies of all receipts as these will be required as part of your final expenditure report to the CCHS.

If your application is successful, you will receive a confirmation email at the start of the project detailing the amount of your award. At the end of the project, the items claimed for should generally align with those detailed in your original application. If actual costs are lower than estimated costs, the funds awarded will be reduced accordingly.

* Throughout the project, claims should be made via your home department(s) in accordance with department procedure and in line with [UCL’s Expenses Policy](file:///\\ad.ucl.ac.uk\GroupFolders\ARCHAEOL_CCHS\535383%20small%20grants\20200923%20round%205\1.%20Sall%20grants%20MKG\(https:\www.ucl.ac.uk\finance\policies-procedures\expenses-policy)
* At the close of the project you will need to submit a final report to the CCHS addressed to the Research Centre Administrator ([criticalheritage@ucl.ac.uk](mailto:criticalheritage@ucl.ac.uk)) for review by the Leadership Group. This must give details of achievements against objectives; future dissemination plans; any income from other sources; **and a detailed record of final expenditure**.

**CCHS Small Grants Scheme**

**FUNDING APPLICATION FORM 2021-2022**

**APPLICATIONS SHOULD NOT EXCEED THREE PAGES OF A4 (not including the CV of the main applicant)**

**1. Applicant details**

|  |  |  |
| --- | --- | --- |
|  | Applicant 1 | Applicant 2 |
| Name: |  |  |
| UCL department: |  |  |
| Email: |  |  |
| Tel. no: |  |  |
| Position: |  |  |
| If a student, your year of study: |  |  |

**2. Details of further co-convener(s), where applicable**

|  |  |
| --- | --- |
| Name | Institutional affiliation |
|  |  |
|  |  |

**2. Project proposal**

|  |  |
| --- | --- |
| Title: | |
| Start date: | End Date: |
| Summary outline  (Summarize the objectives of your proposed project, give a brief account of how it contributes to the themes of the existing CCHS research clusters [if applicable], or alternatively, how it expands and contributes to the development of new themes or areas of research in critical heritage studies at UCL, and outline why you think it should be supported by CCHS [as opposed to other UCL funds]) | |
| Proposed activities:  Please provide details of your proposed activities. If you propose an event, please include key speakers you expect to invite, proposed venue and target audience.) | |
| Outcomes:  (Please describe the likely outputs and impacts of the project) | |

**3. Use of funds**

|  |  |
| --- | --- |
| **Amount requested:** | **GBP** |
| Breakdown of costs:  (Provide a break down of your projected expenditure as well as of any additional funding sought / income to be raised) | |

**4. Conditions of award**

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| --- | --- | --- |
| I accept all of the following conditions (we will only be able to consider your application if you **tick each requirement**): | I confirm that my application has the support of the lead applicant’s direct manager/supervisor and that I have discussed my application with my departmental finance officer. |  |
| I confirm that ethical approval has been obtained *(if required).* |  |
| I confirm that, if successful, I will forward the name and contact details of the local department Administrator responsible for Inter-Departmental Transfers – [IDTs](https://www.ucl.ac.uk/finance/finance-systems/data-codes/idts-and-idjs) to the CCHS Research Centre Administrator ([criticalheritage@ucl.ac.uk](mailto:criticalheritage@ucl.ac.uk)) within 3 months of the project being selected for funding so that the necessary transfer of funds can be made. If an appropriate contact has not been received by this date, it will be assumed that I do not wish to proceed with the activities described in my application. |  |
| I understand that the costed activities described in the proposal must be completed and claimed for within six months of the project being selected for funding. Prior permission must be sought from CCHS if the project is likely to run into the final month of the funding year. |  |
| I understand that any claims must adhere to [UCL’s expenses policy](file:///\\ad.ucl.ac.uk\GroupFolders\ARCHAEOL_CCHS\535383%20small%20grants\20200923%20round%205\1.%20Sall%20grants%20MKG\(https:\www.ucl.ac.uk\finance\policies-procedures\expenses-policy) |  |
| I understand that the **Centre for Critical Heritage Studies** cannot manage awarded funds on my behalf, and that this will be the responsibility of the awardee’s home department(s). |  |
| If successful, I agree to   * submit a brief project description for the CCHS website within 3 months of the project being selected for funding * acknowledge CCHS support in any event literature or project publication and include a hyperlink to the [CCHS website](https://www.ucl.ac.uk/critical-heritage-studies/) and in any online details of the project * submit a progress report at the close of the project (with details of achievements against objectives; future dissemination plans; any income from other sources; and a detailed record of final expenditure) * produce a research poster (Powerpoint and PDF) for CCHS promotional activities * give a seminar within 6 months of project close |  |

**5. Signature** **of the lead applicant**

|  |  |
| --- | --- |
| Signature | Date of submission |
|  |  |

**6. Please also submit**

The CV of no more than four pages of the designated lead applicant (detailing academic qualifications, any relevant prizes or awards, and a brief description of academic and professional achievement).

**Submission of applications**

Applications should be submitted via email (form to be signed and scanned), and all enquiries directed to: CCHS Research Centre Administrator: [criticalheritage@ucl.ac.uk](mailto:criticalheritage@ucl.ac.uk).

When submitting your application, please also CC the email to your local department (finance) Administrator responsible for Interdepartmental Transfers (IDTs).