



## Call for Work Group Proposals: 2019-20

Please return the completed form by 30 September 2019

### Purpose of funding

The UCL Institute of Advanced Studies plans to support a selection of curiosity driven, research led initiatives designed to bring researchers at all stages of their careers, plus people from multiple fields, together over the period of one year, to address an issue or a theme of mutual concern.

The aim of the Work Groups is to host generative, cross-UCL conversations around shared interests in the hope of engendering new thinking, new outcomes and new collaborations.

### Eligibility

To be eligible to apply to set up an IAS Work Group, applicants must:

1. Identify a theme or an idea that they would like to explore in a creative, open-ended and exploratory way over the academic year 2019-20.
2. Find a team of co-investigators to co-ordinate the Work Group from at least three different departments.
3. Include researchers from different stages of their careers, encompassing PhD students as well as full-time academics.
4. Describe the kinds of work they would like the group to do, e.g. reading groups, seminars, workshops, panels, dialogues, etc.

### The award

- The IAS will award each of the successful Work Groups £2,500 to support their activities.
- We will help to recruit participants through our website and advertising channels.
- We will provide space for Work Group meetings and events.
- We will help to publicise, archive and record events where appropriate.

### General Regulations

- Funding of £2,500 per application is available per Work Group.
- The deadline for submission of proposals is 30 September 2019.
- Projects will be selected by the IAS Director and Deputy Directors.
- The Work Group needs to commence in the Autumn Term and its allocated funds be spent by 31 July 2020.

- **Further requirements:**

- Administrative support for financial processing must be available from your home department(s). They will be reimbursed from, the IAS.
- Brief descriptions of the Work Group and any associated events for the IAS website must be submitted in good time prior to them taking place in order to allow for publicity to be effective.
- Acknowledgement should be made of IAS support in any Work Group literature or project publication; any online details of the project should include a hyperlink to the IAS website (<http://www.ucl.ac.uk/institute-of-advanced-studies>).
- Communication should be maintained with the IAS Events Curator & Communications Officer during the duration of the Work Group to enable reporting and/or publicity on IAS website and social media (i.e. advance dates on when activities and events will take place, use of the hashtag IAS on award holder's own social media posts).
- The project must be in line with UCL's Expenses Policy <https://www.ucl.ac.uk/finance/policies-procedures/expenses-policy>

## Selection criteria

- A contribution to interdisciplinary research and debate in the humanities and/or the social sciences.
- Quality of the research proposal/area to be explored.
- A clear proposal for the form that the work group will take, e.g., discussion groups, reading groups, dialogues, workshops, etc. and a provisional programme of events.
- A completed application form that does not exceed two pages of A4
- An indication of the likely participants and the diversity/range of their interests.
- A provisional budget for any research related activities.

## Claiming funds

IAS Call for Work Group Proposal funds are paid 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 IAS.

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 which you claim 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 (<https://www.ucl.ac.uk/finance/policies-procedures/expenses-policy>)
- An expenditure report must be submitted to the IAS addressed to Institute Administrator Catherine Stokes ([c.stokes@ucl.ac.uk](mailto:c.stokes@ucl.ac.uk)) by 24 July 2020 at the latest in order for reimbursement for the home department to be made before the end of the financial year on 31 July 2020. Should not all expenditure have been made by 24 July, evidence of orders made should be given.
- Please forward the name and contact details of your local department administrator responsible for inter-departmental transfers – IDTs (<https://www.ucl.ac.uk/finance/myfinance/idt>) to [Catherine Stokes](#) within three months of the project being selected for funding so that the necessary transfer of funds can be made upon receipt of the expenditure report.

# IAS Call for Work Group Proposals

## FUNDING APPLICATION FORM 2019-20

APPLICATIONS SHOULD NOT EXCEED TWO PAGES OF A4

### 1. Applicant details

Name:	
UCL department:	
Email:	
Tel. no:	
Position:	

### 2. Details of co-conveners

Name	Department	Position

### 3. Idea or theme

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### 4. Draft programme of activities/likely discussions

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## 5. Use of funds

### Breakdown of costs:

(Provide a provisional breakdown of your projected expenditure as well as of any additional funding sought/income to be raised)

## 4. Conditions of award

I accept the following conditions (please tick box):	I confirm that, if successful, I will forward the name and contact details of the local department Administrator responsible for Inter-Departmental Transfers – IDTs ( <a href="https://www.ucl.ac.uk/finance/myfinance/idt">https://www.ucl.ac.uk/finance/myfinance/idt</a> ) to <a href="#">Catherine Stokes</a> within three months of the project being selected for funding, so that the necessary transfer of funds can be made upon receipt of the final expenditure report after the event has taken place.	
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## 5. Signature of the lead applicant

Signature	Date of submission

### Submission of applications

Applications should be submitted via email (form to be signed and scanned), and all enquiries directed to: IAS Administrator Catherine Stokes, [c.stokes@ucl.ac.uk](mailto:c.stokes@ucl.ac.uk).

When submitting your application, please also CC the email to your local department Administrator responsible for IDTs.