



Call for Event Proposals: Spring and Summer Terms 2018-19

Please return the completed form by 18 November 2018

Purpose of funding

The UCL Institute of Advanced Studies invites applications **from UCL academic staff, PhD students and post-doctoral researchers** to its Call for Event Proposals, which funds interdisciplinary projects in the humanities and social sciences. PhD students must partner with a member of full-time UCL academic staff.

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

General Regulations

- Funding of up to £2,000 per application is available per project. There is no minimum limit for awards.
- The deadline for submission of proposals is 18 November 2018.
- Projects will be selected by the IAS Director and Deputy Directors. We aim to inform applicants of the result by 3 December 2018.
- The project needs to commence and its allocated funds be spent within **Spring or Summer Term 2018**.
- **Further requirements:**
 - Administrative support for financial processing must be available from your home department(s)
 - A brief project description for the IAS website must be submitted in good time prior to the event taking place in order to allow for publicity to be effective
 - Acknowledgement should be made of IAS support in any event 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 Assistant during the project 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 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 two pages of A4

Claiming funds

IAS Call for Event 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>)
- After the event has taken place, you will need to submit a final expenditure report to the IAS addressed to Institute Administrator Catherine Stokes (c.stokes@ucl.ac.uk)
- 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 final expenditure report after the event has taken place.

IAS Call for Event Proposals

FUNDING APPLICATION FORM 2018-19

APPLICATIONS SHOULD NOT EXCEED TWO PAGES OF A4

1. Applicant details

	Applicant 1	Applicant 2
Name:		
UCL department:		
Email:		
Tel. no:		
Position:		

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

Name	Institutional affiliation

2. Event proposal

Title:
Date(s):
Summary outline (max. 250 words)
Proposed event: Please provide details of your proposed activities, including key speakers you expect to invite, proposed venue and target audience (max. one A4 page)

3. Use of funds

Amount requested:	
Breakdown of costs: (Provide a 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 (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 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.

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