



Call for Event Proposals: 2021-22

Please return the completed form by 1 November 2021

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. **Proposals can be related to the IAS's current research themes, but we also welcome interdisciplinary proposals which are not related to them.**

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

- The IAS is working as flexibly as possible in terms of event formats and we are happy to support online, hybrid or in-person events (as and when possible).
- Funding of up to £2,000 per event is available. There is no minimum limit for awards: indeed the most useful funding in current circumstances may well be the £300-£400 required to hire an online platform such as Gather or Remo for a couple of days, or the fees (c. £150-£200) to pay freelance creative artists or activists to participate in your event (please note that we do not fund honoraria).
- This call is issued now with a view to events in the Spring and Summer terms, which we hope can be in-person.
- If you would like to hold an event in the Autumn term, please get in touch with Catherine Stokes (c.stokes@ucl.ac.uk) or Lucy Stagg (l.stagg@ucl.ac.uk) for practical advice about the options.
- The deadline for submission of proposals is 1 November 2021.
- Projects will be selected by the IAS Director and Deputy Directors.
- The project needs to commence and its allocated funds be spent **by 31 July 2022**.
- **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 Curator & Communications Officer 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 2021-22

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-convener(s), where applicable

Name	Institutional affiliation

2. Event proposal

Title:
Date(s):
Summary outline (max. 250 words)
<p>Proposed event: Please provide details of your proposed activities, including key speakers you expect to invite, proposed venue/format and target audience (max. one A4 page). If you are planning an in-person event, please give a brief indication of how you would adapt if circumstances change because of reintroduced pandemic restrictions.</p>

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.