Grants for Research Workshops:
2023-24

Please return the completed form by midnight on Sunday 12 November 2023

Purpose of funding

The IAS is offering two grants of £2,000 to support teams of researchers who wish to come together for exploratory work on a cross-disciplinary theme or topic. The idea is that *c.* £750 of the grant will be spent on employing one or two PhD students to organise up to three workshops for relevant UCL staff and research students; the remainder, up to £1,250, will fund those workshops (invited speakers, catering). These workshops are intended to build intellectual community and enable intellectual exchange with a view to generating further grant applications, such as to Grand Challenges or to external funders. We are looking to create opportunities for people across UCL to explore cutting-edge cross-disciplinary possibilities in an informal format.

General Regulations

- Projects should include researchers from at least **three** disciplines.
- Each project should be convened by a permanent member of academic staff based in the Faculties of Arts and Humanities or Social and Historical Sciences. We envisage each project having a core team of 3-5 people. At least <u>one other</u> member of the core team should also be from A&H or SHS. The core team may include postdoctoral researchers but not PGR students (although their participation in workshops is strongly encouraged).
- Each successful application will receive a grant of £2,000, of which £750 is to employ one or two PhD students to organise workshops, and the remainder is to fund the workshops. The IAS can advise on employment of PhD students in such roles; as a guideline, £750 buys approx. 35 hours' work.
- The IAS encourages in-person events if conditions allow, but we are working as flexibly as possible so we are also happy to support online or hybrid formats. You are free to organise open workshops, in which case IAS can help with publicity, or workshops that are by invitation only. When planning your workshops, please note that we do not fund honoraria but do fund fees (£150-£200) to pay freelance creative artists or activists to participate.
- The deadline for submission of proposals is midnight on **Sunday 12 November 2023**.
- Projects will be selected by the IAS Director, the two Deputy Directors and two other colleagues, one from each Faculty.
- The project needs to commence and its allocated funds be spent **by 31 July 2023** (some activities may take place after this date, by mutual agreement).

- **Further requirements:**

  - o Administrative support for financial processing must be available from your home department(s)
  - o A brief project description for the IAS website must be submitted before the work starts. If you require publicity for any of your workshops, please supply the relevant material in good time (at least one month before the event)
  - o Acknowledgement should be made of IAS support in any workshop 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)
  - o 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 workshops will take place, use of the hashtag IAS on award holder's own social media posts)
  - o The project must be in line with UCL's Expenses Policy https://www.ucl.ac.uk/finance/policies-procedures/expenses-policy

Selection criteria

- Rigour and ambition of the proposed interdisciplinary research project
- Effectiveness and cohesion of the research team
- Coherence of the programme of workshops
- Capacity to create lasting outputs

Claiming funds

IAS Grants for Research Workshops 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.

- 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 workshops have 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 workshops have taken place.

Testimonials

- *I think this is an excellent scheme! It gives enough money for very productive discussions that build connections between scholars. It also provides funding for PGR students, which is not only good training but a reminder that our research wouldn't be possible without an engagement with PGRs.*
- *The funds were extremely helpful for our international workshop event. We were able to pay for PhD student support to help us and supplement our funds to provide refreshments also and a reception for participants. The event has directly led to the development to an edited collection now underway with UCL Press.*
- *It was a really useful scheme that allowed us to network with colleagues across the University. I was particularly grateful for the fact that hiring a PhD student to support the project was mandatory and a separate part of the budget to the workshop expenses as this ensured the PhD students were adequately compensated rather than given whatever was left over from the budget.*

IAS Grants for Research Workshops
FUNDING APPLICATION FORM 2023-24

APPLICATIONS SHOULD NOT EXCEED TWO PAGES OF A4

1. Lead applicant details

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

2. Details of key team member(s)

Name	Position	Department	Faculty

2. Research workshop proposal

Title:
Dates:
Statement 1,000 words maximum): Please (1) set out the intellectual scope and aims of your topic, how you see it developing through a series of workshops and what you hope the outcomes will be (up to 750 words); and (2) explain the composition of your team, give brief details of the relevant experience of each member, and tell us who else you would expect to be interested in your project. You don't need to specify names at this stage, although do so if you can, but please indicate the departments/institutes from which you would draw (up to 250 words). If you are planning any in-person events, please give a brief indication of how you would adapt if circumstances change because of reintroduced pandemic restrictions.

3. Use of funds

Amount requested:	
Breakdown of costs: (Provide an indicative breakdown of your projected expenditure on the workshops: how they will be organised and what you will spend the money on)	

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.	

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.