



UCL

Call for Waste Event Proposals: Autumn and Spring Terms 2019-20



urban lab

Please return the completed form by 5 pm on 2 October 2019

Purpose of funding

The UCL Institute of Advanced Studies and UCL Urban Laboratory invite applications **from UCL academic staff, PhD students and post-doctoral researchers** to its Call for Event Proposals on the theme of **Waste**. This funds interdisciplinary projects. 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 and we welcome smaller initiatives that are low cost but intellectually ambitious
- The deadline for submission of proposals is **5 pm on 2 October 2019** with a further deadline of 13 January 2020 for events to take place during Spring and Summer Terms
- Projects will be selected by the Directors of the Institute of Advanced Studies and Urban Lab, and the 'Waste' Steering Group
- The project needs to commence and its allocated funds be spent within **the academic year 2019-20, and funds processed by 17 July 2020**
- **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 (preferably one month in advance) in order to allow for publicity to be effective
 - Acknowledgement should be made of IAS and Urban Lab support in any event literature or project publication; any online details of the project should include a hyperlink to the [IAS](#) and [Urban Lab](#) websites
 - Communication should be maintained with the IAS Events Curator & Communications Officer during the project to enable reporting and/or publicity on IAS and Urban Lab websites and social media (i.e. advance dates on when activities and events will take place, use of the IAS and Urban Lab hashtags 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, if appropriate, with additional sources of funding indicated
- A completed application form that does not exceed two pages of A4

Claiming funds

IAS & Urban Lab Call for Waste 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 and Urban Lab.

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 and the Urban Lab addressed to IAS 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 & Urban Lab Call for Waste Event Proposals

FUNDING APPLICATION FORM 2019-20

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.