Regional conference grant scheme 2017-18

Guidelines for applicants

About the Institute of Modern Languages Research

1   The Institute of Modern Languages Research (IMLR) is one of nine Institutes comprising the School of Advanced Study at the University of London. The Institute has a national role in facilitating, initiating and promoting dialogue and research for the Modern Languages community. The Institute fosters and contributes to national and international collaborative, cross-disciplinary and cross-cultural research by means of seminars, lectures, workshops, colloquia, conferences, a fellowships programme, and its six research centres.

About this Call for Applications

2   Applications are now sought for scholars at any level (early-career, mid-career or senior scholar) to convene scholarly collaborations and academic events pertaining to Modern Languages between **1 September 2017** and **30 June 2018**, in institutions located outside London. The deadline for applications is 31 January 2017.

3   The aim of this scheme is to support the study of Modern Languages outside London and where institutional support structures may be limited. This scheme also aims to promote inter-institutional collaborations beyond one University or department. The scheme is intended to support a conference that aims to bring together scholars from the wider region as participants or attendees.

4   It should be noted that doctoral students are not eligible to apply for funding under this event grant scheme. However, doctoral students may form part of a team of applicants where the co-ordinator of that team is post-doctoral.

5   A maximum of £2,000 will be awarded per application. It is envisaged that two awards will be made.

How to apply

6   There is no standard application form to be completed. However, the application must include the Budget Template, provided at the end of this document, and the proposal details listed below in item 7. The whole application should not exceed four sides of A4 paper.

7 The following elements must be included in submitted applications in order for the application to be considered:

    7.1 Details of organiser(s), convenor(s), and proposed speaker(s) including name, job title and institutional affiliation (CVs are not necessary at this stage). If possible, please include titles or themes of papers to be presented;

    7.2 A statement of the proposed topic and rationale for the event;

    7.3 A statement on the potential benefits the event will provide to Modern Languages scholarship generally and to such studies in the geographical region;

    7.4 A statement on the anticipated audience of the proposed event, both in terms of numbers and composition;

    7.5 The expected dissemination or outreach of the proposed event;

    7.6 An indication of the timing (month or academic term) of your proposed event;

    7.7 The completed Budget Template.

Selection Criteria

8 A Selection Panel of the Institute will assess applications in terms of their fit with each of the five following criteria:

Contribution to knowledge and scholarly interest
The extent to which the topic of the proposed event will advance current research, or make an original contribution to the field, or demonstrates original thinking or approaches outside conventional opinion or methodologies.

Academic feasibility
The extent to which the proposed event's subject coverage is broad enough to attract a significant audience but retains a clear focus; the feasibility of assembling the intended number of speakers/panels in the time available.

Interdisciplinarity and collaboration
The extent to which the proposed event is interdisciplinary in its approach; the extent to which the proposed event seeks to engage a broad range of UK and international higher education institutions.

Scholarly legacy
The extent to which the event attempts to create lasting networks and collaborations to advance future research and scholarship; the extent to which the event will strengthen Modern Languages research in the geographical region. Please note that participants should submit versions of their paper/presentations for inclusion in a Modern Languages publication wherever possible.

Value for Money
The extent to which the indicative budget of the proposed event demonstrates value for money; efforts made to leverage external sources of funding.

Budget

9 The budget for proposed events must be considered indicative at the application stage. If your event is selected then staff from the IMLR will work with you to finalise the budget.

10 Applications in which the budget includes fees for speakers, convenors or organisers may be discounted unless a compelling reason for the inclusion of such fees can be given. The public profile of a particular speaker would not normally be considered a compelling reason.

11 Where the IMLR is the only financial contributor to the event, any surpluses which arise should be returned to the IMLR. Where IMLR contributes part of the income (excluding registration fees

and commercial income e.g. publishers' stalls), the surplus should be returned to the participating institutions/organisations in proportion to the financial amounts contributed.

Eligible Costs

12   Eligible costs under this scheme include:

Cost item	Notes
Travel costs	For speakers/presenters, standard travel ticket costs are eligible, by air, train, coach, bus, private car[1] and, if unavoidable, taxi. Travel costs for those attending but not presenting are not eligible unless part of a competitively-awarded bursary for research students (see below).
Catering costs	For refreshment breaks. Lunch may be provided otherwise consider attendees making own lunch arrangements.
Room hire/booking charges	Where unavoidable.
Subsistence for speakers/presenters	Reasonable subsistence for speakers or presenters may be claimed, commensurate to the duration of the journey to attend.
Travel bursaries for research students	If offered, these must be competitively awarded and evidence of the competitive nature of the award must be retained.
Speakers' accommodation costs	At competitively-priced local hotel. A maximum of £100/night bed/breakfast.

Ineligible Costs

13   Ineligible costs include:
- Speakers' fees or honoraria;
- Excessive catering or subsistence costs;
- Institutional overheads or contributions towards staff employment costs (whether academic or professional services staff).

Event Outputs

14   The IMLR requires the production of a report of proceedings of the event suitable to be circulated to stakeholder audiences. Event organisers are encouraged to consider publishing the proceedings of the event in an edited volume or occasional paper where appropriate, either digitally or in hard copy, preferably using IMLR books or the Journal of Romance Studies, where relevant.

15   All events may be video recorded for use on the School of Advanced Study's website after the event, to maximise the reach of the research presented. Reservations about this should be expressed at the point of application.

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[1] Travel by private car will be reimbursed only where this is demonstrably cheaper, or markedly more time-efficient, than travel by public transport. Where travel by private car is an eligible expense, the rate of reimbursement will be 40 pence per mile.

Disbursement of grant funds

16 After the event has taken place, grantees must submit a narrative report together with a detailed financial report and accompanying receipts, by 10 July 2018 at the latest. The IMLR will then reimburse eligible costs, up to the value of the award.

Application deadline

17 The deadline for applications is midnight (UK time) on **31 January 2017**. With regret, any application received after the deadline will not be considered. Informal enquiries and formal applications should be submitted by email to Cathy Collins, the Institute Administrator (cathy.collins@sas.ac.uk). Applicants will receive the decision on their proposal by the beginning of March 2017. The event must be held between 1 September 2017 and 30 June 2018.

Budget template

Category	Breakdown (please add appropriate text)		£
Travel			
Accommodation			
Event	Room Hire		
	Equipment hire		
	Catering during event		
	Reception		
	Dinner (hospitality)		
	Other		
Publicity/Advertising	Printing		
	Designing		
	News/Press release		
	Other: (please add appropriate text)		
Income (e.g. registration fees) (please specify)			-
Contribution			-
Additional Funding (please specify sources and amounts)			-
Dissemination	Design		
	Printing		
	Recording		
	Publication		
	Other: (please specify)		
		Total	