



Knowledge Exchange Workshops – Small Grants Application Guidelines

About CEELBAS

The Centre for East European Language-Based Area Studies (CEELBAS) is a collaboration of universities across the Humanities and Social Sciences, comprising: Bath, Birmingham, Cambridge, Kent, Manchester, Oxford, Sheffield, SOAS, UCL and Warwick. The CEELBAS vision is to address the research and policy challenges of an interconnected and unpredictable world. In February 2012 CEELBAS was awarded Language Based Area Studies (LBAS) Development Funding by the Arts and Humanities Research Council (AHRC) and the British Academy (BA) designed to enhance impact, particularly through increased interaction and engagement with non-academic communities, with a specific focus on the humanities and language elements of its research and training.

CEELBAS Knowledge Exchange Partnerships

In 2006-2011 CEELBAS developed a successful model of knowledge exchange through a series of partnerships with non-academic organisations, including: The BEARR Trust, Chatham House, the EBRD, The John Smith Memorial Trust and The Russo-British Chamber of Commerce. Collaborative events with these and other partners has shown the value of building partnerships which are sustainable through the commitment of institutional and administrative support, instead of being dependent on individual contacts and initiatives. Since February 2012, the CEELBAS KE Programme has been further developed in collaboration with both existing and new partners. Details of the CEELBAS Knowledge exchange Programme can be found at: www.ceelbas.ac.uk/knowledge_exchange

Aims of the KE Grants Scheme

The Knowledge Exchange Grants Scheme is intended to:

- build on the success of the existing partnerships by facilitating collaboration with non-academic organisations to enhance the humanities and modern languages dimension of CEELBAS in 2012-2016
- locate the humanities and languages as central to area studies, its strategic importance and its impact
- demonstrate the added value of language expertise and cultural or historical understanding in responding to social, political, economic and strategic questions
- deepen the relationships and interaction between CEELBAS academics and non-academic communities
- promote the exchange of skills and perspectives and the sharing of resources between academic and non-academic environments
- create a base for sustainable and long-term collaboration between CEELBAS and new KE Partners

Suggested KE Partners

This is an open call, and applicants are invited to draw on their own contacts and experience in making proposals for KE partnerships and collaboration. However, in formulating its plans for LBAS Development Funding, CEELBAS has put together the following list of non-HE organisations that have engaged with the work of the Centre since 2006, or have been identified as potential partners for knowledge exchange and collaboration. Applicants may wish to make use of this list, but alternative proposals for KE partners are also welcome. Contacts at the organisations listed below can be obtained from the CEELBAS Administrator on ceelbas@ssees.ucl.ac.uk

BBC Monitoring	Manchester Cornerhouse
British Film Institute	Migration and Refugees Communities Forum
The British Council	Ministry of Defence
The British Library	The Multicultural Center (Prague)
The Cambridge Film Trust	National Library of Serbia (Belgrade)
Conciliation Resources	Oxfam UK
Civil Alliance (Podgorica)	Polish Cultural Association
The College of Eastern Europe (Wroclaw)	Polish Consulate (Manchester)
EU Commission Representation in the UK	The Polish Educational Society
European Council on Foreign Relations	The Polish Institute and Sikorski Museum
Foreign & Commonwealth Office	Pushkin House
GB-Russia Society	openDemocracy Russia
Heritage without Borders	Radio Free Europe
Hungarian Cultural Centre	Resonance FM
The Imperial War Museum	Russian State Archive of Social and Political History (Moscow)
Institute of Linguists	Russkiy Mir
International Cultural Centre (Krakow)	Slavonic Library of Czech National Library (Prague)
London Embassies of the CEELBAS region	Victoria and Albert Museum

Format of Collaboration

CEELBAS is flexible as to the format of the proposed collaboration, which should be described in the application form. CEELBAS has previously supported various forms of knowledge exchange, including full-day conferences, half-day workshops, breakfast seminars, expert seminars, media training and postgraduate-focused events. International participation is encouraged, where possible, and the proposed activity may take place in the UK or overseas. Successful applicants will be responsible for establishing appropriate logistical agreements with the proposed KE Partner, although administrative and organisational support and publicity may be provided by the CEELBAS Administrator.

Funding Available

Funding of up to £1,000 may be requested to support the proposed collaboration. Requested funding should be broken down and justified in the application.

Co-Funding

CEELBAS aims to achieve a 50-50 cost-sharing with its KE Partners. Applications should specify any co-funding secured or committed for the proposed activity. Co-funding may be achieved through splitting the costs of individual events, or by arranging for a series of events to be alternately funded by CEELBAS and the KE Partner. Other forms of co-funding and institutional support are also encouraged. Co-funding may take the form of a cash contribution or 'in-kind' support through, for example, the provision of staff time, facilities, room hire and other 'on costs' such as equipment, and access to resources.

Eligibility and Timeframe

The lead applicant must be a member of academic staff employed at one of the CEELBAS partner institutions. Awards will not be made retrospectively: this means that the activity for which support is requested must not have commenced before the award is announced. Queries regarding eligibility should be addressed to the CEELBAS Administrator: ceelbas@ssees.ucl.ac.uk.

Funding is currently available to support activities taking place **before 24th January 2016**.

Disciplinary / Thematic Coverage

The funding is subject to the rules and conditions attached to the AHRC / BA award for CEELBAS. This means that the proposed collaboration must have a disciplinary or thematic dimension that falls within the AHRC's remit, although CEELBAS and its Funders are keen to adopt a flexible and pragmatic approach in this respect. Participants may be working on humanities- or social science-oriented themes, and we welcome proposals of an interdisciplinary nature, but the proposed activity should demonstrate the added value of language expertise and/or deep cultural or historical understanding in responding to political, economic and strategic questions.

Strategic Themes

Proposals for collaboration around the strategic research themes of CEELBAS are encouraged, although all proposals which meet the disciplinary/thematic coverage requirements outlined above are welcome. For the period 2012-16, CEELBAS has developed its strategic themes as follows:

- *Transnationalism and the Translation of Cultures*
- *Human Sciences and Cultural Contexts; Beyond Text?*
- *Material, Visual, Digital, Sensory and Oral Cultures*
- *Global Economic and Political Developments and Their Impacts on the CEELBAS region: Problems and Opportunities*
- *Challenges to Health and Wellbeing in an Era of Uncertainty*

These themes are elaborated at: <http://www.ceelbas.ac.uk/research/#themes>

Regional Coverage

CEELBAS covers all the countries of Central, Eastern, South-Eastern Europe and the Baltics, Russia, as well as Turkey and the Black Sea sub-region, Central Asia and the Caucasus. In addition, the Centre encourages inter-regional perspectives and collaboration with other LBAS Centres. Links to the websites of the LBAS Centres can be found at:

<http://www.ahrc.ac.uk/research/fundedthemesandprogrammes/languagebasedareastudies/>

Application Procedure

Applicants should complete the application form and submit it by e-mail to the CEELBAS Administrator: ceelbas@ssees.ucl.ac.uk.

Application Deadline

Friday 4th December 2015.

CEELBAS aims to inform applicants of funding decisions soon after the application deadline.

Assessment Criteria

The selection of successful applications is made by the CEELBAS Sub-Group for Knowledge Exchange and approved by the CEELBAS Management Committee, which includes representatives from the ten CEELBAS partner universities. The following review criteria will be used for assessment:

- The significance, timeliness and importance of the proposed activity, the contribution it will make to developing and demonstrating the strategic importance of the humanities and language based area studies through new partnership work
- The appropriateness, effectiveness and feasibility of the proposed activity and approach
- The strength of the proposed partnership arrangements, including the definition of responsibility and management of the proposed activity
- Potential for activity to lead to further collaboration and long-term partnerships
- Fit to the strategic themes of CEELBAS and the wider aims of the LBAS Initiative
- The extent to which the proposed activity will represent value for money, and in particular the relationship between the funds that are sought and the significance and quality of the projected outcomes

Code of Practice

CEELBAS is committed to eliminating unlawful discrimination and promoting equality of opportunity and good relations across and between the defined equality groups. Accordingly, no eligible funding applicant should receive less favourable treatment from the CEELBAS on the grounds of: gender, marital status, sexual orientation, gender reassignment, race, colour, nationality, ethnicity or national origins, religion or similar philosophical belief, spent criminal conviction, age or disability. The complete CEELBAS Code of Practice for assessing applications may be viewed on the CEELBAS web site at <http://www.ceelbas.ac.uk/academics/codeofpractice>.

Feedback is not a feature of the scheme, and CEELBAS is regretfully unable to enter into correspondence regarding the decisions of the CEELBAS Management Committee, which are governed by the Code of Practice and the AHRC/BA rules governing the CEELBAS award. Please note that by applying under this scheme, applicants undertake to accept the terms under which applications are assessed.

Payments

Payment of an award will be released upon receipt of an invoice from the applicant's home institution, supported by receipts or other evidence of the expenditure incurred, in order to obtain reimbursement of the contribution committed by CEELBAS. Because the invoice is a claim for reimbursement of expenditure incurred on behalf of CEELBAS, it will not be subject to additional VAT.

Right to terminate

CEELBAS reserves the right to revise or terminate at any time the conditions of a grant if for any reason the AHRC / BA (or other governing authority) withdraws the award which funds these activities.

Reporting requirements

Upon completion of the activity, a summary of the activity and a list of participants should be sent to the CEELBAS Administrator. Successful applicants are encouraged to record and photograph their events where appropriate (and where permission of the participants has been obtained) and to liaise with the CEELBAS Administrator regarding placing photos, podcasts, video recordings, and reports of events on the CEELBAS website.

Contacts and further information

Any queries relating to the application process should be directed to the CEELBAS Administrator: ceelbas@ssees.ucl.ac.uk

For more information on CEELBAS and our Funders please visit:

www.ceelbas.ac.uk

www.ahrc.ac.uk

http://www.britac.ac.uk/policy/Skills_and_Education_Policy.cfm