



CEELBAS Research Network Workshops

Application Guidelines and Notes to Applicants

About CEELBAS

The Centre for East European Language-Based Area Studies (CEELBAS) is a collaboration of universities across the Humanities and Social Sciences, supported by the Arts and Humanities Research Council (AHRC) and the British Academy (BA). Comprising the universities of Bath, Birmingham, Cambridge, Kent, Manchester, Oxford, Sheffield, SOAS, UCL and Warwick, the CEELBAS vision is to promote intercultural understanding and to address the research and policy challenges of an interconnected and unpredictable world. Further information about the aims and objectives of CEELBAS and the Centre's programme of activity can be found at www.ceelbas.ac.uk/about-us.

Aims and objectives of CEELBAS Research Network Workshops

Grants of up to **£5,000** are available to support research network workshops, conferences or seminar series which aim to build on the success of the programme of [CEELBAS network workshops in 2006-2011](#). The specific aims and objectives of these grants are:

- to develop existing and establish new national and international research clusters, overcoming fragmentation and raising the international profile of UK research
- to promote research excellence and innovation in the humanities and modern languages, whilst also encouraging inter-disciplinary approaches
- to locate the humanities and modern languages as central to area studies and its impacts, including through knowledge exchange and user engagement
- to promote international collaboration (including through workshops hosted by international partners), inter-regional perspectives and collaboration with the other LBAS Centres
- to generate substantial 'multiplier effects' in the form of research funding, increased international collaboration, publications and other outputs

Eligibility and Timeframe

- The lead applicant(s) must be employed at one or more of the CEELBAS partner institutions (Bath, Birmingham, Cambridge, Kent, Manchester, Oxford, Sheffield, SOAS University of London, UCL, Warwick)
- 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
- Applicants may bid for activities taking place **before 24th January 2016**. There is no bar to reapplying for further funding, providing the conditions of award relating to the preceding grant have been satisfactorily fulfilled
- The deadline for applications is **Friday 4th December 2015**.

CEELBAS is supported by Language Based Area Studies Development Funding awarded by the **Arts and Humanities Research Council (AHRC)** and the **British Academy (BA)**. This means that the workshops and projects funded by CEELBAS should support research and capacity building falling within the AHRC's subject remit and/or further the objectives of the BA's Languages & Quantitative Skills Programme. CEELBAS and its Funders are keen to adopt a flexible and pragmatic approach in this respect. An interdisciplinary dimension, and participation from across disciplines, is encouraged.

Workshops addressing primarily political, social and economic topics may be supported through this funding, 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.

Regional Coverage and Strategic Research Themes

Further information about the aims and objectives of CEELBAS and the Centre's programme of activity can be found at www.ceelbas.ac.uk/about-us. CEELBAS covers all the countries and languages 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.

The CEELBAS strategic research themes for 2012-16 (see also: <http://www.ceelbas.ac.uk/research/#themes>) are:

- 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

Assessment criteria

All proposals must justify the approach taken and clearly explain the added value of bringing the participants together and the benefits of the proposed outputs. The proposed activity should explore new areas and be multi-institutional. Applicants are strongly encouraged to apply for CEELBAS funding in tandem with applications for additional funding or in-kind support from the host institution(s) and other funding sources. The proposal will be evaluated on the basis of its academic merit, taking into account:

- the scholarly importance of the proposed activity
- the contribution to be made by the named key speakers/participants
- its relevance to the CEELBAS aims and objectives (see above)
- the focus of the activity in respect of the CEELBAS strategic research themes (see above)
- the intended outcomes and impacts
- the value for money' and extent of any co-funding or institutional support secured

Applications will be assessed by the CEELBAS Research Sub-Group and approved by the CEELBAS Management Committee, which includes representatives of all CEELBAS partner institutions. CEELBAS undertakes to consider all applications in accordance with the published procedures, assessment criteria and code of practice. CEELBAS is regretfully unable to enter into correspondence regarding the decisions of the Management Committee, which applicants must accept as being final.

Eligible costs

The funding is subject to the conditions and funding rules applied by the AHRC and British Academy for the support of CEELBAS.

Funds are available (for example) for travel, accommodation and maintenance expenses of key speakers. Honoraria or other fees or payments to key speakers are not eligible for support. Grants will not normally support the attendance of postgraduate students, unless they are named speakers/discussants at the event, or key contributors to the project – otherwise, postgraduate

delegates should instead apply for funding from other standard sources of postgraduate support available through their home institutions (e.g. RTSG funds). Grants are not available for lecture series, seminars, or events that form part of an institution's teaching or training programme, except in the case of a research methods workshop.

Code of Practice and Ethics Policy

CEELBAS has adopted a Code of Practice for assessing applications, setting out the principles of equity, integrity and confidentiality governing the treatment of all applications for research support. The Code of Practice, including an Ethics Policy, may be viewed on the CEELBAS web site at <http://www.ceelbas.ac.uk/academics/codeofpractice>. Please note that by applying under this scheme, applicants undertake to accept the terms under which applications are assessed.

Data Protection

Applicants are required to sign the application to indicate that the information provided therein is, to the best of their knowledge, complete and accurate. Applicants should be aware that information they provide will be stored and circulated as necessary for the assessment procedures to be followed.

Successful applicants should be aware that the information they provide on the application form may be copied to the relevant authorised officer in their employing institution by CEELBAS if this is necessary for the conditions of an award to be fulfilled.

Application forms will be retained for seven years, and may be consulted by CEELBAS in the event of future applications being submitted.

Details of award holders (including name, institution, project details and amount of award) will be used to compile published lists of award-holders which will be made available on the Internet. This information may also be used in the periodic reports which must be submitted by CEELBAS to its Funders under the terms of the award which also funds these activities.

Queries submitted under the terms of the Data Protection Act about the processing of personal data should be addressed to the Director of CEELBAS. Signing the application form constitutes the applicant's agreement to all terms, conditions, and notices contained in these Notes for Applicants.

Payments

Payment of an award will be released upon submission of a final report on the activity included in the proposal. The report must include a detailed breakdown of the relevant costs and be accompanied with an invoice from the applicant's 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 report must be sent to the CEELBAS Management Committee and will form the basis of CEELBAS reporting to the Funders. The Report Form can be obtained from the CEELBAS Administrator (ceelbas@ssees.ucl.ac.uk).

How to complete the application form

The form must be completed and submitted electronically and in hard copy. Please adhere to any recommended instructions concerning length.

- §1 Please note that all applications should have one lead applicant, who should generally be the principal organiser or the person carrying out the activity.
- §2 Applicants are asked to provide contact details of the administrator who will be managing the finances and claim.
- §3 Please give the title, location, and dates of the proposed activity.
- §4 Please state the amount requested from CEELBAS (maximum £5000). Applicants are encouraged to apply for CEELBAS funding in tandem with applications for additional funding or in-kind support from the host institution(s) and other funding sources.
- §5 Applicants are asked to provide a summary of the aims and objectives of the activity (in particular how these relate to the aims and objectives of CEELBAS), together with any further details that may be relevant, such as its history (if one of a series of workshops), particular timeliness or significance etc.
- §6 Applicants are asked to provide a summary of how the proposed activity will benefit researchers in the UK and overseas. Applicants are asked to consider if the proposed activity has any policy-relevance or strategic importance, or if it has any potential for wider societal, cultural or economic impact in non-academic communities. Applicants should also outline the direct and/or indirect benefits of the activity to non-academic users. These may include potential beneficiaries within the private sector; policy-makers within international, national, local or devolved government and government agencies; potential beneficiaries within the public sector or third sector or any others; professional or practitioner groups; or the general public.
- §7 The Pathways to Impact section should describe how impact will be achieved, and who will be responsible for managing and monitoring this. It should outline the steps to be taken to publicise the proposed activity (both before and after the event), and describe any specific measures that will be taken to engage with non-academic users and communicate outcomes.
- §8 CEELBAS attaches importance to the dissemination of research/activities, and it is expected that a report of the outcomes will be published on the CEELBAS website. Workshop organisers 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 and video recordings of events on the CEELBAS website.

- §9 Please indicate the full costs of the activity, as well as the contribution requested from CEELBAS.
- §10 Please provide details of other support given or applied for in connection with the current proposal. This should include institutional support and cash as well as 'in-kind' contributions. CEELBAS has no objection to its grants being held in conjunction with awards from other bodies, provided that there is no duplication of expenditure. Applicants are requested to keep CEELBAS informed of the outcomes of any other applications.
- §11 Please sign and date your application form. In some cases, institutional authorisation may be required to validate the application. Please check with your Research Office whether this is the case.
- §12 All applications must be signed by your institutional representative (see Key Contacts on the CEELBAS website at <http://www.ceelbas.ac.uk/ceelbascontacts#networkpartners>) indicating that the applicant is eligible to apply under the CEELBAS guidelines.

What to do next

Please send the application electronically to ceelbas@ssees.ucl.ac.uk and post a signed copy to: CEELBAS Administrator, SSEES, UCL, Gower Street, London WC1E 6BT.

Outcome of application

Please note applicants will be notified of the outcome of their application soon after the deadline.

Applicants in any doubt about their eligibility or any other aspect of their application are advised to contact the CEELBAS administrator by email ceelbas@ssees.ucl.ac.uk or by Telephone 020 7679 8802.