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|  | **Faculty of Humanities and Social Sciences**  **David Bruce Centre for the Study of the Americas Faculty Research and Conference Grant Application**  **(Financial Year 1st August 2023 - 31st July 2024)** |

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| **N.B. Please use this form for individual research activities (conferences, research visits etc.) and for school activities (e.g. visiting speaker series, seminars etc.)** | | | | | | |
| **Applicant Details** | | | | | | |
| **Name:** |  | | **Email:** | |  | |
| **School: *(please X or highlight)*** | | | | | | |
| **Humanities** | | **KBS** | | **Law** | | **SPGS** |
|  | | **Please delete as appropriate** | | | | |
| **Are you currently holding external funds?** | | **Yes / No** | | | | |
| **Have you received DBC funding in the last two academic years?** | | **Yes / No** | | | | |
| **Have you received School Research Funding in Academic Year 23-24?** | | **Yes / No** | | | | |
| **Have you received Faculty Research Funding in Academic Year 23-24?** | | **Yes / No** | | | | |

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| **Purpose of Funding *(please X or highlight)*** | | | | |
| **Conference Attendance** | **Research Visits** | | **Seminar/ Visiting Speaker Activities** | **Other** |
| ***Further details of event or activity:***  ***Benefits to the David Bruce Centre:*** | | | | |
| **Is your Head of School aware of your proposed absence?** | |  | | |

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| **For Conference Attendance1** | | | | | | |
| **Period of event:** | **Date from** |  | **Date to** |  | **Early bird conference fee deadline (please use early bird rate whenever possible)** |  |
| **Location of conference:** | |  | | | | |
| **Conference website address:** | |  | | | | |
| **Are you presenting a paper?** | | **Yes/No (delete as appropriate)** | | | | |
| ***If ‘yes’: Give paper title, indicate who the author(s) is/are, and attach confirmation of paper acceptance if you have it (see guidance notes below)*** | | | | | | |
| ***If ‘no’ briefly outline the benefits of the conference to you:*** | | | | | | |

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| **Justification of Funding**  *Please indicate how this event/request is linked to your research profile and plans or to the School’s research plans and strategy.*  *Please include details of any planned publications (including target journals or publishers, and when you hope to submit), grant applications (which funder, when?), Impact Case Studies or other outputs linked to the activity.* |
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| **Other Sources of Funding / Match Funding**  *Please provide details of applications made to other funders to support this activity* |
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| **Requested Budget**  *Please note:*   * *full details are required for your application to be considered* * *all accommodation and travel bookings must be made via Key Travel. Please see* [*www.keele.ac.uk/intranet/finance/travelandexpenses/*](http://www.keele.ac.uk/intranet/finance/travelandexpenses/) * *all approved claims must follow the Procedures for the Reimbursement of Travel, Subsistence and Other Allowances. Please see guide available via* [*www.keele.ac.uk/finance/accountspayable/travelandexpenses/*](http://www.keele.ac.uk/finance/accountspayable/travelandexpenses/) * *SFR funds may be requested for conference participation prior to receiving acceptance for the submitted abstract. However, the allocation of the funding is conditional to being accepted and evidence must be provided.* | | | |
| **Item of Expenditure** | **Full Details of Costing** | | **Total £** |
| **Conference Fee** (excluding conference dinner) |  | | **£** |
| **Accommodation** (**for Keele researchers and/or participants)** (up to £125 London and £95 elsewhere per night B&B) | Arrival date: | Departure date: | **£** |
| **Travel (for Keele researchers and/or participants)**  Full breakdown required  Flight to be economy class  Rail to be standard class, off peak if possible  Mileage is paid at 45p per mile for the first 100 miles and 20p per mile thereafter, from either Keele or home, whichever is the nearest | Flight from: | Flight to: | **£** |
| Rail from: | Rail to: | **£** |
| Mileage from: | Mileage to: | **£** |
| Other: (please detail in full) | | **£** |
| **Event management - Student support**  In support of the academic lead, and PSS, the duties may include: collation of the programme, name badges, registration, organisation of speakers’ taxis etc | Please consult with live Research Funding Guidance available in “HUMSS - Faculty of Humanities and Social Sciences” Microsoft Team for costing purposes and hourly rates  ***(Please note: A Casual contract and Right to Work Check will need to be requested and raised prior to the commencement of any work by the student, which can take around 4-6 weeks. Please refer this matter to the responsible Operations Officer).*** | | £ |
| Other (please specify)  *Note: subsistence will not be funded* |  | | **£** |
| Total Requested | | | **£** |

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| **Risk Assessment** |
| ***Please note that any projects requiring work outside of usual working practices or locations will also require a Risk Assessment to be completed at the point of application.***  ***The Keele Risk Assessment template can be accessed via the following link:***  [Overhead 5(a) Risk Assessment Form Feb 2001 Tech.doc (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.keele.ac.uk%2Fmedia%2Fkeeleuniversity%2Fhealthandsafety%2Frisk%2FOverhead%25205(a)%2520Risk%2520Assessment%2520Form%2520Feb%25202001%2520Tech.doc&wdOrigin=BROWSELINK)  **Failure to submit a Risk Assessment if required will result in non-confirmation of an award via School or Faculty Research Funds.** |

Please complete electronically and email as a Word document to the Director of the David Bruce Centre, James Peacock: [j.h.peacock@keele.ac.uk](mailto:j.h.peacock@keele.ac.uk)

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| **Approval**  ***To be completed by the Office*** | | | |
| **Date Received by DBC Director:** |  | **Funding awarded 2023/24 to date** |  |
| **Approved:** | **Yes** | **No** | **£** |
| **Feedback on application** |  |  |  |
| **Authorised by:** |  | **Signed:** | **Date:** |

Guidance Notes 2023/24

**Deadlines 2023/24**

Applications should be submitted for one of the four deadlines throughout the academic year. In exceptional circumstances, contact the DBC Director about activities that might arise outside this timeframe. Awards are made primarily on the basis of academic merit and the award amount will depend upon the remaining funds available and budgetary situation at the time of the review. Please note that it is important to calculate accurately the costs of the proposed activity, using standard travel rates and in accordance with financial regulations.

All forms should be sent electronically to the Director of the David Bruce Centre for the Study of the Americas, j.h.peacock@keele.ac.uk by 9am on the date of the deadline.

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| Call Opens |  | 1 August 2023 |
| Call Closes |  | 10 November 2023 |
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| Call Opens |  | 13 November 2023 |
| Call Closes |  | 19 January 2024 |
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| Call Opens |  | 22 January 2024 |
| Call Closes |  | 19 April 2024 |
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| Call Opens |  | 22 April 2024 |
| Call Closes |  | 12 July 2024 |

Please apply for funding as early as possible to assist us in managing our budget

DBC Guidelines

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| **Who can apply?** | You can apply for research funding support if you: (1) are **i**n the Education and Research Job Family; (2) you are defined as having Significant Responsibility for Research for Research Excellence Framework purposes; and (3) you have submitted a three-year research plan. |
| **Purpose of funding** | The main research activities that this fund covers are i) attendance at conferences or workshops, research visits (see below), and participant costs. If these are not the activity for which you are applying, please tick the ‘Other’ category, and please provide us with very clear details about the activity you would like to pursue. Any research activities should be consistent with the DBC’s focus on the Americas – North America, Latin America, the Caribbean. |
| **Conference attendance** | Please note that subsistence will not be funded, and where any conference dinner is not included in the conference fee (i.e. where it is an additional cost), this will not be funded.  You will need to provide confirmation that your paper has been accepted for presentation at the conference. However, you may wish to submit a funding request prior to this, and we can make a decision that is dependent on confirmation that your paper has been accepted (you should forward this confirmation when you get it). |
| **Research visits** | Applications for the costs associated with research visits can also be submitted. This includes, but is not limited to, visits to archives, visits to consult materials in libraries or collections, and visits to conduct interviews. |
| **Participant costs** | Where essential to a research project, applications can be submitted to support incentives needed to recruit participants for experiments. We have agreed a standard maximum of £10 for this type of activity. To apply for funding to support this kind of activity, members will also need to submit an outline research proposal with their application. |
| **Other** | We will consider other cases where members request support. Please be as explicit as you can in completing the form and provide supporting documentation where possible.  Possible requirement for a Risk Assessment to be completed at the point of application |
| **Period in which the event takes place** | It is key that you tell us the dates when the proposed activity is due to take place. This allows us to effectively plan the use of resources. You should also be aware that money can only be awarded in the financial year that the individual will benefit**. (The University financial year is 1st August to 31st July). This means that you cannot ask us in May for financial support which will not be expended until September the following year.** An exception to this would be if there is an opportunity to book an ‘early bird rate’. Please contact your relevant school administrator for additional information. |
| **Justification of funding** | This section is an opportunity for you to set out a case for support. Why is this event/activity important to your research or for the School research environment? Why is this more important than any other event/activity? The case should indicate a clear research trajectory and vision for the future. You may, for example, show how this might contribute to your longer-term research development goals; to REF-able outputs; to a promotion case; or as a precursor to a large research grant application or a research event. You may also wish to show how this event/activity will represent value for money. |
| **Requested budget** | Please give full details of all anticipated costs. Any costs that you incur that you have not requested will not be covered**.** |
| **Ethics** | Please ensure all research activities follow ethics procedures:  <https://www.keele.ac.uk/researchsupport/researchgovernance/researchethics/> |

Review of applications:

Applications are normally considered by the David Bruce Centre Committee chaired by the DBC Director (or Deputy Director). Applicants will be informed by the DBC Director, by email, of the decision reached.

The total sums awarded to individuals during the academic year are recorded and reported regularly.

If you are making a claim through staff expenses, to ensure prompt payment please note:

* Expense claims should be submitted online, through Keele People. Guidance including a ‘how to’ video is available at [www.keele.ac.uk/finance/accountspayable/travelandexpenses/keelepeopleexpenses/](http://www.keele.ac.uk/finance/accountspayable/travelandexpenses/keelepeopleexpenses/)
* You will need to attach electronic copies of all receipts/tickets or other supporting documentation. Please note that credit/debit card vouchers e.g., Visa receipts, are not admissible as receipts - an official detailed receipt should be obtained when using this method of payment. All receipts should be attached to the claim for reimbursement.
* Mileage costs will be calculated by the system in accordance with the applicable rates, detailed in the Procedures for the Reimbursement of Travel, Subsistence and Other Allowances. Please see guide available via [www.keele.ac.uk/finance/accountspayable/travelandexpenses/](http://www.keele.ac.uk/finance/accountspayable/travelandexpenses/)
* All travel and accommodation bookings must be made via Key Travel. Please see www.keele.ac.uk/intranet/finance/travelandexpenses/
  + Air travel must be economy class only.
  + Rail travel should be standard class (unless first class is cheaper in which case evidence should be attached to the claim) and off-peak where possible.
  + Accommodation can be claimed up to a maximum value of £125 B&B in London and £95 B&B per night elsewhere in the UK per night. For accommodation outside the UK, the same maximum £125 B&B per night guidelines apply.
* Please remember that subsistence and alcohol will not be reimbursed.