

Regional Studies Association

Early Career Grant Scheme and Guidelines

Contents

The award in brief	2
Submission process and assessment criteria	2
Applications	2
Assessment	2
Eligibility requirements	2
Reporting.....	3
Financial guidelines	3
Eligible Costs	3
Ineligible Costs	4
Claims.....	4
Payment Schedule.....	4
Deadlines.....	5
RSAEC/r1/2012	5
RSAEC/r2/2012	5
RSAEC/r1/2013	5
Early Career Grant Scheme Review	5
FAQ.....	6
Recognition / intellectual property / knowledge transfer	7
Recognition	7
Intellectual Property	7
Knowledge Transfer	7
Ethics, misconduct and liabilities	7
Application Queries.....	8

The award in brief

This award is open to single applicants in their early career. Applicants must be based within an eligible higher education institution (HEI) and must be a current, early career member of the Regional Studies Association and remain a member throughout the duration of the grant. The RSA Early Career Awards are provided to support a discrete piece of regional studies and/or regional science research. The value of the award is up to £10,000 (or its equivalent in dollars or euros depending upon the agreed exchange rate at the time of the award). The award has a maximum time span of 18 months and reporting conditions apply. Only one award will be made to any successful applicant.

The Regional Studies Association has made a minimum commitment of £160,000 to be disbursed before the end of 2013. This will be distributed across four rounds of the competition – one in 2011, two in 2012 and one in 2013 but the allocation of monies in each round will be determined by the quality of applications. There will, however, be a minimum of four grants available in each round. The Association may choose to release further funds in any round.

The full Terms and Conditions governing awards will be provided to successful applicants as part of the formal offer, based on the general terms and conditions set out below.

Submission process and assessment criteria

Applications

Applications must be made on the official form, which can be downloaded from the Association's website - <http://www.regionalstudies.org/funding/funding.asp> . The application form, along with any additional documentation such as CVs, letters from the HEI and confirmation of early career status should be submitted by email to aureliane.beauclair@regionalstudies.org .

Assessment

Incomplete applications or applications arriving after the closing date will not be considered.

All applications should demonstrate that RSA funds are sought for a clearly defined, discrete piece of research in the field of regional studies and regional science, which will have an identifiable outcome on completion.

Applications will be assessed on the basis of (i) quality (ii) the deliverability of the proposed project and (iii) the capacity of the early-career researcher to develop as a leader in the field.

The decision will be taken by the RSA Board based on the recommendation of the Association's Research Committee. The Committee will reach its decisions based on refereeing by panel members; additional referees will be sought where the subject area demands this. Applicants will be given anonymous feedback. Correspondence will not be entered into.

The grant application and any subsequent agreement will need to be signed by both the grant applicant and the higher education institution.

Eligibility requirements

- A. Early career researchers– “Researchers who have been awarded a PhD within five years (or eight years, in case of documented significant career interruption for: maternity or parental leave; carer's

responsibility; illness; National Service; or non-research employment) of the closing date for that particular round of the scheme are eligible to apply. No additional time allowance will be made for part-time employment. Award is taken to mean the date of the award by the University – usually the date on the PhD certificate.”

- B. For the purposes of clarity, this scheme is only available to post-doctoral researchers who have received their certificate.
- C. Grants will only be allocated to single researchers. Co-authored applications are not eligible.
- D. RSA will allow applications from early career researchers on temporary contracts with a recognised HEI provided that evidence is supplied showing that the contract covers as a minimum, the period of research as defined in the application.
- E. The grant will be administered through the HEI which will normally be an institution with degree awarding powers or a national research institute.
- F. Recipients of this grant must be a member of the Regional Studies Association at the time of application and remain a member until at least the acceptance of the end of award report..
- G. Applications from corporate membership will not be accepted
- H. Only one Early Career grant is possible per person
- I. Grants are assigned on an individual basis, and not to research teams.
- J. No co-funding is possible.
- K. Only one reapplication is allowed. Where referees comments have been given to the applicant,
- L. these should be addressed in any re-application. Candidates may only reapply if they are still eligible as early career researchers.
- M. If a similar research application has been submitted or is about to be submitted to any other
- N. organisation(s), full details should be provided in the application form. If both are successful the applicant will have to decide if she/he wishes to accept the RSA Early Career Scheme and turn down the other offer.

Reporting

Three reports are required to comply with the grant scheme. One short midterm activity narrative report within 9 months of beginning the research, the end of award report (narrative and financial) within six weeks of completing the research and a further narrative report to capture impacts within 12 months of completing the research. Any other relevant updates, in forms of brief reports, news items, pictures, pieces for the RSA Blog, RSA website, Facebook or Twitter, and the members’ magazine – *Regions* or the RSA’s early career authored magazine, *Regional Insights* are strongly encouraged.

The end of award report will include both a narrative and financial section. The financial report is expected to be completed by the HEI.

Information provided in any submitted report may be used in part (extract) or entirety to promote the research within Association publications but in all cases this will be in consultation with the grant holder.

Reports should be submitted using the appropriate form which can be downloaded from the Association’s website: <http://www.regionalstudies.org/funding/funding.asp>

Financial guidelines

Eligible Costs

Funds may be spent to cover the direct expenses incurred in planning, conducting, and developing the research, including but not limited to:

- Project planning and development costs (cost of travel for discussion nationally and overseas)
Travel and subsistence for the principal researcher
- Up to a non-negotiable maximum of £2,500 teaching or research buy-out
- Workshops to advance the programme of research (principally the costs of travel and subsistence for key participants, though organisational costs may be considered)
- Conference fees, provided that a presentation (based on the research being funded) will be made
- Consumables – purchase of datasets, photocopies, microfilms etc and any minor items that will be used during the course of the project
- Costs of interpreters in the field and transcription costs of interviews
- Costs of preparing camera ready copy, copy-editing, proof reading, indexing where this is not borne by the publisher
- Cost of setting up the research website
- Costs of deposit of digital material in a suitably accessible repository may be considered
- Cost of reproduction rights will be considered provided that there is a contract for publication in place

Ineligible Costs

Applicants registered with special needs may consult the Association about possible exceptions.

- Institutional overheads
- Payment to the principal researcher in lieu of salary or for personal maintenance at home
Equipment including computing, printing, cameras, telephones of any type, recording equipment etc
- Software – of any description
- Subventions for direct production costs (printing, binding, distribution, marketing etc) Books
- Childcare
- Insurance

Claims

The Regional Studies Association is a learned society and a registered charity. The funding for the Early Career Scheme has been generated by the society. Grant holders and their institutions are expected to comply with the terms of the scheme but also with the spirit of the scheme. If you and/or your HEI are not certain if an expense is eligible or not, please consult the Association prior to financial commitment. Expenses deemed as ineligible will not be covered.

Claim may only be submitted for items listed in the application unless prior permission from the Association is granted for virement of monies to new headings.

Payment Schedule

A first payment of £5,000 (or its equivalent in dollars or euros depending upon the agreed exchange rate) or half of the total grant to be awarded, will be paid at the commencement of the grant with any remainder of the grant up to a maximum of £5,000 to be invoiced by the HEI. The final payment will be made only on acceptance of the end of award report by Research Committee. In case the Research Committee finds the report unsatisfactory, resubmission will be requested and funds will be withheld until the report is acceptable.

If the applicant's HEI is outside the UK it should be noted that the grant is awarded in Great British Pound Sterling (GBP) and that the exchange rate risk must be assured by the HEI. Transfers will be made

in GBP sterling at the prevailing exchange rate. Where transfers are made by bank transfer, the costs will be borne by the HEI.

Deadlines

RSAEC/r1/2012

Advertise	Closing Date	Refereeing and Recommendation by the Research Committee	Recommendation to the Board and final decision	Inform applicants
February 2012	1 June 2012	8 June 2012	7 September 2012	October 2012

RSAEC/r2/2012

Advertise	Closing Date	Refereeing and Recommendation by the Research Committee	Recommendation to the Board and final decision	Inform applicants
June 2012	30 November 2012	7 December 2012	18 January 2013	February 2013

RSAEC/r1/2013

Advertise	Closing Date	Refereeing and Recommendation by the Research Committee	Recommendation to the Board and final decision	Inform applicants
February 2013	31 May 2013	7 June 2013	6 September 2013	October 2013

Early Career Grant Scheme Review

The Scheme will be reviewed in 2014 but this does not preclude changes to the rules before this.

FAQ

1. Are virements between headings allowed?

A 20% virement is allowed between headings without prior permission except in the case of teaching/research buy-out which is capped at £2,500.

2. Can members hold more than one RSA grant/award at a time?

Members may hold two research awards simultaneously e.g. Research Network and Early Career Grant.

Early Career grant holders cannot hold simultaneously other research related award such as Conference Bursary, Event Support Scheme or Travel Award.

3. Can the researcher take a period of time out of work during the grant period?

This is at the discretion of the Chair of the RSA Research Committee and RSA Chief Executive and would not normally exceed six months but may in exceptional circumstances extend to one year.

4. What is the latest that a grant holder can start their project?

Six months maximum – not negotiable. After this period the money is reclaimed by the Association.

5. Can part-time researchers apply for the Early Career Grant?

Part time researchers can apply but the research project must still be completed within 18 months.

6. Can researchers apply for funding for a project which has already started?

No, retrospective funding is not allowed.

7. What about insurance, health and safety, and liabilities while the researcher is working?

Please consult the section on ethics, misconduct and liabilities.

8. Is the Early Career Grant portable?

Yes, provided that there is a common agreement between the grant holder and the original and the new host institution, and only with advance written permission from the Association.

9. Is a change of scientific theme, methodology, scientific strategy and/or objectives allowed during the grant?

Any significant changes in the direction of the project will require written permission from the Association.

Recognition / intellectual property / knowledge transfer

Recognition

Copies of any publications should be given to the Association. Receipt of the grant should be acknowledged in all publications.

Where possible and appropriate the Association will expect that datasets arising from the research will be deposited in a public repository and that the whereabouts of the dataset will be made known.

In addition to the formal end of award report the RSA may require short contributions that may be published in any one or more of our membership publications - *Regions* and *Regional Insights* and/or on the RSA website, blog, Twitter, LinkedIn or Facebook or through other channels, as appropriate and agreed with the grant holder.

The Association wishes to have the opportunity to support all its early career researchers and therefore if any events or promotions are to be organised as a part of the research, the RSA should be alerted so that they can assist with marketing.

The support of the Regional Studies Association should be acknowledged in the normal way when the research results are presented.

Intellectual Property

The RSA requires the right to access all unpublished papers, records, data or collections resulting from the work carried out under an RSA Early Career Grant scheme, some of which may be required for Annual Reports and Board Meetings.

The RSA may, at any time, require detailed information on the results of work funded through the scheme for use in reports and financial audits.

Knowledge Transfer

The RSA recognises and encourages knowledge transfer and actively supports partnership and other schemes that enable this. Recipients of the RSA Early Career Grant scheme are encouraged to ensure that the outcomes of research investment are used to the benefit of regional studies in the international community and should inform the Association where research materials are deposited.

Ethics, misconduct and liabilities

It is the responsibility of the HEI to ensure that the research is organised and undertaken within a framework of best practice that recognises the various factors, including rigour, respect and responsibility, that may influence or impact on a research project. Grant holders will be required to comply with their HEI's ethics code and this will be referenced in the document signed off by the HEI.

It is the responsibility of the HEI to ensure that all necessary permissions are obtained before the application is sent to the Association and that the roles and responsibilities of those involved in the research are clear.

The grant holder and the HEI are responsible for any matters arising out of the process of an applicant's research, the institution holding the grant or from the results of the research.

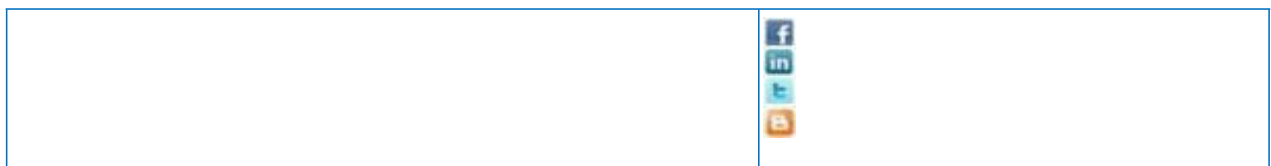
The grant holder and the HEI are responsible for any human resources related issue or health and safety issue (the HEI health and safety regulations will apply). The Regional Studies Association accepts no responsibility for issues directly or indirectly resulting from the funded research, the applicant or other organisations and individuals involved.

Application Queries

Research related queries should be addressed in the first instance to the RSA Chief Executive, Sally Hardy on sally.hardy@regionalstudies.org

Administrative queries should be addressed to Auréliane Beauclair on aureliane.beauclair@regionalstudies.org or by telephoning 00 44 (0) 1323 899 698.

Ends.



Regional Studies Association ,
PO Box 2058, Seaford, BN25 4QU, United Kingdom
Tel: 00 44 (0)1323 899 698 – Fax: 00 44 (0)1323 899

798
Email: rsa@regionalstudies.org –
www.regionalstudies.org

Reg. Charity No. 1084165 – Reg. in England and Wales
No. 4116288

facebook.com/regionalstudiesassociation
linkedin.com/in/regionalstudiesassociation
twitter.com/RSA_learned
thersablog.com