



ILCS Conference grant scheme 2023-24

Guidelines for applicants

About the Institute of Languages, Cultures and Societies

- 1 The [Institute of Languages, Cultures and Societies](#) (ILCS) supports research in the integrated study of languages, cultures, and societies. Though its strengths reside primarily within the fields of French and Francophone, German, Italian, Spanish, Portuguese, and Latin American/Caribbean studies, it supports the transnational study of languages and cultures while seeking to advance connections with organisations that focus on cultural and linguistic experience in other global contexts. Its staff's expertise bridges literary, historical, ethnographic, and digital research, with a particular emphasis on postcolonial and migration studies, and the environmental humanities. ILCS is an integral part of the School of Advanced Study which, through the collective work of its eight Institutes, promotes interdisciplinary research.

About this Call for Applications

- 2 Applications are now sought for scholars at any level (early-career, mid-career, or senior scholars) to convene scholarly collaborations and academic events pertaining to Languages, Cultures and Societies and/or Latin American/Caribbean studies between **1 September 2023** and **30 June 2024**, in institutions located in the UK, outside London. The deadline for applications is Friday **14 April 2023**.
- 3 The aim of this scheme is to support interdisciplinary research outside London and where institutional support structures may be limited. This scheme also aims to promote inter-institutional collaborations beyond one University, School, 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 Applicants can apply for a maximum of £2,000.

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

- 7.1 The institution to whom the award will be made and names & affiliations of grant applicants.
- 7.2 Details of the organiser(s), convenor(s), and proposed speaker(s) of the conference, including name, job title and institutional affiliation (CVs are not necessary). If possible, please include titles or themes of panels or papers to be presented;
- 7.3 The title of the event, with a statement of the proposed topic and rationale for the event;
- 7.4 A statement on the potential benefits the event will provide to Languages, Cultures and Societies and/or Latin American/Caribbean studies scholarship generally and to such studies in the geographical region;
- 7.5 A statement on the anticipated audience of the proposed event, both in terms of numbers and composition;
- 7.6 The expected dissemination or outreach of the proposed event;
- 7.7 An indication of the timing (month/year) of the proposed event;
- 7.8 The completed Budget Template (provided at the end of this document).

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 and/or cross-language 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, especially among postgraduates and Early Career Researchers; the extent to which the event will strengthen Languages, Cultures and Societies and/or Latin American/Caribbean studies research in the geographical region. Please note that participants should submit versions of their paper/presentations for inclusion in a 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 ILCS will work with you to finalise the budget. The budget template is provided at the end of this document.
- 10 Where ILCS is the only financial contributor to the event, any surplus which arises should be returned to the Institute. Where ILCS 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

11 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 attendees should make 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	These may be offered but 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 £150/night bed/breakfast.

Ineligible Costs

12 Ineligible costs include:

- Speakers' fees or honoraria (unless they are registered self-employed, translators, musicians, etc);
- Excessive catering or subsistence costs;
- Institutional overheads or contributions towards staff employment costs (whether academic or professional services staff).

Event Outputs

13 Successful applicants should display the ILCS logo, and the Centre for Latin American and Caribbean Studies logo if appropriate, (both available upon request from the ILCS office) and acknowledge the support of ILCS on all publicity material. ILCS requires the production of a report of proceedings of the event suitable to be circulated to stakeholder audiences. The report can be used as the basis of a blog post on the Institute's website and may be published in the *Journal of Romance Studies* if relevant. 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.

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 45 pence per mile.

Disbursement of grant funds

- 14** After the event has taken place, grantees must submit a narrative report together with a detailed financial report and accompanying receipts, by 1 July 2024 at the latest. The IMLR will then reimburse eligible costs, up to the value of the award.

Application deadline

- 15** The deadline for applications is **14 April 2023**. 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, ILCS Manager (cathy.collins@sas.ac.uk). Applicants will receive the decision on their proposal before the end of June 2023. The event must be held between 1 September 2023 and 30 June 2024.

Budget Template

Category	Breakdown (please add appropriate text)		£
<i>Travel</i>			
<i>Accommodation</i>			
<i>Event</i>	Room Hire		
	Equipment hire		
	Catering during event		
	Reception		
	Dinner (hospitality)		
	Other		
<i>Income (e.g. registration fees) (please specify)</i>			
Contribution			
Additional Funding (please specify sources and amounts)			
	Total		