# **S****tream Convenor Impact Funding Scheme**

Application Package 2022–2023

[1 Guidance Notes](#Guidance)

[2 Application Form](#Application)

[3 Endorsement Form](#Endorsement)

**1. Guidance Notes** (page 1 of 3)

The Board of Trustees of the Socio-Legal Studies Association (SLSA) has created a Stream Convenor Impact Funding Scheme for the benefit of members of the SLSA in furtherance of their impact agendas. We welcome and encourage applications from our stream convenors individually, or in collaboration with other members, for impact funding in all areas of socio-legal studies. The following terms and conditions about awarding impact funding have been agreed.

**Terms and conditions**

* Applications will be considered only from those stream convenors who are fully paid-up members (or registered as free student members) of the SLSA, wherever they live, by 31 October in the year of the application. It is the responsibility of applicants to check their membership status.
* ‘Stream convenors’ includes members who have previously convened streams as well as members who have convened ‘current topics’ or formerly ‘conference themes’ in the last five years. Stream convenors can apply for impact funding in collaboration with non-stream convenors.
* Joint applications will be considered, but any such application must specify the stream convenor as lead applicant and the institution to which payment should be made. In cases where more than one stream convenor is collaborating, applications must specify which convenor is the lead applicant.
* No individual grant shall be made for more than £1,000.
* All projects funded through this year’s competition must be scheduled for completion by 6 months after the funding has been agreed.
* The application must be costed in pounds sterling, and any award will be by bank transfer in sterling.
* A member of the Association shall be awarded a maximum of one grant per year.
* Awards may be made to a member of the SLSA Board.
* The SLSA Board will make an annual report to the Trustees about the number and quality of applications for awards and the awards actually made. A summary of this will go in the Trustees Annual Report.
* The scheme will be advertised regularly in the Newsletter and weekly ebulletin.
* Brief feedback will be provided to unsuccessful applicants.

#### Guidance Notes(page 2 of 3)

* Recipients of awards will be required to submit to the Newsletter a brief (250–300 words) summary after the completion of the activity has taken place.
* The SLSA should be suitably acknowledged in any outputs stemming from the activity.

**Organization of awards**

Awards will be made by the Board of the SLSA (or a subcommittee thereof). If there is any conflict of interest such that a member of the SLSA Board feels that they are unable to reach an unbiased decision about an application they shall withdraw whilst the decision is made about that application. If in the opinion of the SLSA Board there are insufficient appropriate applications to justify allocating the full sum available in the fund then the Board will make only such awards as it considers appropriate.

#### Considerations to be taken into account by the SLSA Board

In making awards the Impact Committee shall consider *inter alia* the criteria set out on the Application Form which are summarized as follows:

* Clarity of the aim/s and objective/s of the activity.
* Inclusion of non-academic participants.
* Budget.
* Potential impact.
* Capacity building, including inclusion of early career and postgraduate researchers

Funding will not normally be provided for the support of conference attendance (unless such attendance is itself integral to the impact activity) or the subsidizing of postgraduate or other course fees. The Stream Convenor Impact Funding Scheme covers costs for impact activities only, which excludes, *inter alia*, research activities, costs for teaching buy-out, or applications solely for funding conferences/seminars etc (which fall within the SLSA Seminar Competition).

**Privacy**

The data supplied to the SLSA on these forms will be used solely for the purposes of processing your grant application, informing you of the outcome, and making any relevant payments. The names, institutional affiliation, amount awarded, and title of project, of successful applicants will be recorded on our website (see <https://www.slsa.ac.uk/index.php/past-grantholders>). We will also check the SLSA membership database for your current membership status. Our legitimate basis for processing your data under article 6 of GDPR is the performance of a contract. Any queries or data access requests should be addressed to admin@slsa.ac.uk in the first instance.

#### How to apply

* Applications must be made using the ‘Application Form’ and ‘Endorsement Form’ provided, below.
* Applications must be completed in not more than TWO A4 pages (pp 2 of 3 and 3 of 3 of the Application Form). Any application that exceeds such limit will NOT be considered.

**Guidance Notes** (page 3 of 3)

* This is an open call and applications will be considered in advance of the next Board Meeting.
* The Application Form and Endorsement Form should be submitted electronically ONLY by way of attachment/s to an email to admin@slsa.ac.uk.
* Joint applications will be considered, but any such application must specify the lead applicant. Where any such application is received from persons employed in different institutions payment will be made to the lead applicant’s institution.
* Each applicant should name, on the Application Form, a non-academic partner Academic who supports the application.
* Each applicant should contact his/her Head of Department, Research Director or other appropriate officer well in advance of the application deadline for the purpose of completing the ‘Endorsement Form’.
* It is the responsibility of the applicant to cost their proposal clearly and precisely (or as best as possible). Costing particulars should have specific headings for all parts of the claim.
* Grants normally will be paid to and administered through the institution in which the successful applicant is employed. The grant will not cover institutional overheads.

**Enquiries:** Any enquiries about the scheme and application process should be addressed to admin@slsa.ac.uk.

Stream Convenor Impact Funding Scheme

Applicants should read the foregoing ‘Guidance Notes’ before completing the Application Form

**1. Application Form** (page 1 of 3)

|  |  |
| --- | --- |
| **NAME/S OF APPLICANT/S****(Identify lead applicant, if relevant)** |  |
| **Postal address** |  |
| **Email address** |  |
| **Telephone** |  |
| **Present appointment & employer** |  |
| **Summary of academic career including previous experience as a stream convenor** |  |
| **Sum requested** |  |
| **Other sources of funding tried** |  |
| **Date of application** |  |
| **I confirm** [*delete as appropriate*] | I am/am not a fully paid-up member of the Socio-Legal Studies Association by 31 October in the year of the application. |

**LETTER(s) of SUPPORT FROM NON-ACADEMIC PARTNERS**

A non-academic partner must be provided with a copy of this application and agree before the application deadline to support the application.

|  |  |
| --- | --- |
| **Name of Non-Academic-Partner** |  |
| **Postal address** |  |
| **Email address** |  |
| **Telephone** |  |
| **Present appointment & employer** |  |

This is an open call and decisions will be made on a rolling basis at SLSA Board Meetings. All accompanying documentation must be received with the application. Completed forms should be sent to admin@slsa.ac.uk.

Stream Convenor Impact Funding Scheme

**Application Form** (2 of 3)

*The substance of the application must be completed in not more than TWO A4 pages (including the current page) and should be in a font of no less than 11 point. The headings and margins provided must be used, though you are free to determine the spaces between headings within the TWO-page limit. Any application that exceeds the TWO-page limit will NOT be considered.*

### Description of Activity and Intended Outcomes

Title:

### **Please set out the aim/s, objective/s, scope and necessity of the stream convenor impact funding activity:**

1. **Please outline an initial list of non-academic partners that will be included in this activity:**
2. **Please outline an initial list of participants:**
3. **Please set out the budget (which should be a reasonable assessment of specific costs, representing value for money):**
4. **Please explain the potential impact (including any dissemination plans and/ or the enhancement of the prospect of obtaining future research grants from other grant making bodies):**

Reminder: the substance of your application form (pp 2–3) should not exceed TWO pages.

**End of Application Form (3 of 3)**

**3. Endorsement Form**

APPLICANT'S NAME:

This is to certify that the above-named applicant is employed by [*Institution*]:

In my capacity as [*Head of Department, Research Director or other appropriate office*],

I endorse the SLSA Stream Convenor Impact Application of the applicant. I agree that, if successful, the grant will be administered through my institution with no deduction for overheads. I also certify that I am aware of no institutional impediments which would affect the undertaking of this research and its successful completion.

|  |  |
| --- | --- |
| **Name of person providing endorsement** |  |
| **Postal address** |  |
| **Email address** |  |
| **Telephone** |  |
| **Present appointment & employer** |  |

SIGNATURE (typed signature acceptable):

DATE:

**This Endorsement Form should accompany the Application Form which the Applicant is required to email to** admin@slsa.ac.uk **. Please return this form to the applicant in due course.**