# Research Grants Scheme

Application Package 2022–2023

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**1 Guidance Notes**(page 1 of3)

The Executive Committee of the Socio-Legal Studies Association (SLSA) has determined that a sum will be set aside annually for the award of research grants to members of the SLSA in furtherance of their research. We welcome and encourage applications from our membership for research funding in all areas of socio-legal studies. The following terms and conditions about awarding grants have been agreed.

**Terms and conditions**

* Applications will be considered only from those 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.
* No individual grant shall be made for more than £1,500.
* All projects funded through this year’s competition must be scheduled for completion by **31 January 2024.**
* Joint applications will be considered, but any such application must specify the lead applicant and the institution to which payment should be made.
* The application must be costed in pounds sterling, and any award will be by cheque in sterling.
* A member of the Association shall be awarded a maximum of one grant per year.
* No award may be made to a member of the Executive Committee of the SLSA.
* The Research Grants Committee will make an annual report to the Executive Committee about the number and quality of applications for awards and the awards actually made. A summary of the Annual Report will be published in the Newsletter.
* The scheme will be advertised regularly in the Newsletter and weekly ebulletin.
* Brief feedback will be provided to unsuccessful applicants.
* Recipients of awards will be required to submit to the Newsletter a brief (250–300 words) summary at the start of their project and a full report (500–1000 words) on completion of their research. Full reports must be submitted no later than **30 September 2024** except in special circumstances and with the agreement of the newsletter editor and/or Chair of the Research Grants Committee. Failure to provide a summary or report will render the recipient ineligible for future awards and may result in them being debarred from attending all future SLSA conferences and seminars until the report is received.
* Recipients of awards will be required to acknowledge the fact of the award in any publication which stems from the research for which the award was made.

**Organisation of awards**

Awards will be made by a sub-committee of the Executive Committee of the SLSA (the Research Grants Committee). If there is any conflict of interest such that a member of the Research Grants Committee 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 Research Grants Committee there are insufficient appropriate applications to justify allocating the full sum available in the fund then the Committee will make only such awards as it considers appropriate.

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

#### Considerations to be taken into account by the Committee

In making awards the Research Grants 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 research.
* Originality, innovativeness and importance of the research.
* Methodology (including coherence with aim/s and objective/s, practicability, and, if applicable, ethical considerations).
* Budget.
* Potential impact.

Funding will not normally be provided for the support of conference attendance (unless such attendance is itself integral to a research project) or the subsidizing of postgraduate or other course fees. Postgraduate student members of the SLSA are eligible to apply for funding under the PhD Fieldwork Grant scheme and should apply using the appropriate application package available on the SLSA website. The Grants Scheme covers costs for ‘research’ only, which excludes, *inter alia*, 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.
* The annual deadline for applications is 31 October and this deadline will be STRICTLY enforced.
* 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, an Academic Referee who has been provided with a copy of the Application Form and consents to act as a referee. References may be taken up in the event that an application is short-listed.
* Each applicant should contact his/her Academic Referee well in advance of the application deadline in order to provide a copy of the Application Form and to obtain his/ her consent to acting as Referee.
* 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’.

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

* 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.
* Decisions will be made no later than **31 January 2023** with a view to the completion of the research project by **31 January 2024**.
* 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.

# Research Grants Scheme 2022–2023

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

#### 2 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** |  |
| **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. |

**ACADEMIC REFERENCE**

An Academic Referee must be provided with a copy of this application and agree before the application deadline to act as a referee. References may be taken up after the application deadline.

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

The deadline for applications and accompanying documentation is **31 OCTOBER** and this deadline will be strictly enforced. All accompanying documentation must be received with the application. Completed forms should be sent to admin@slsa.ac.uk.

SLSA Research Grants Scheme 2022–2023

**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 Research and Intended Outcomes

Title of Project:

### Please set out the aim/s and objective/s of the research:

1. **Please describe the extent to which the research is original, innovative and important (including reference to the existing literature):**
2. **Please describe the methodology (which should be coherent with the aim/s and objective/s, practicable, and, if applicable, include ethical considerations). (If the application relates to a research visit please provide a schedule of arrangements, interviews and personnel.):**
3. **Please set out the budget (which should be a reasonable assessment of specific costs, representing value for money. Any transcription costs should be based on a professional estimate):**
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 Research Grant 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 **by 31 October. Please return this form to the applicant in due course.**