



British International
Studies Association



BISA Early Career Small Research Grant Guidelines

CONTENTS

- [The award outline](#)
- [Submission process and assessment criteria](#)
- [Reporting](#)
- [Financial guidelines](#)
- [FAQs](#)
- [Recognition / intellectual property / knowledge transfer](#)
- [Ethics, misconduct and liabilities](#)
- [Application queries](#)

1. The Award Outline

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 British International Studies Association and remain a member throughout the duration of the grant and reporting period.

The BISA Early Career Awards are provided to support a discrete piece of international studies related research. The value of the award is up to £3,000. The award has a maximum timespan of one year and reporting conditions apply. Only one award will be made to any successful applicant. Grants can be used for travel, maintenance, data collection and temporary research assistance. The scheme is designed to support individual researcher's desk or field-based research.

The objectives of the grant are to provide funding:

- for new and innovative international studies research
- for pump priming projects
- to help early career academics to establish an independent research career in international studies.

There will normally be three grants available in a funding round, BISA reserves the right to not award grants in any given year.

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

2. Submission process and assessment criteria

Applications

A two stage application process is used for the BISA Early Career Grant.

First selection round:

The submission deadline for the first selection round is **14th November 2017 4.00pm**

The Expression of Interest form should be completed and be a maximum of 2 pages long and should include the following:

- a) Applicant information details:
 - Title, name, surname
 - Postal address, telephone number and email for correspondence
 - Name of Higher Education Institution (HEI)
- b) Title of the research project
- c) Summary - details of the proposed research, the advances it is hoped to make, and the proposed use of the funding
- d) Brief overview of costs and budget

The Expression of Interest should be send via email to office@bisa.ac.uk

Final selection round:

Successful applicants from the first selection round will be invited to submit a full application. The submission deadline for the final selection round is **12th January 2018 4.00pm**. Applications in the final round must be made on the official form, which can be downloaded from the Association's website.

The application forms, along with any additional documentation such as CVs, letters from the HEI and confirmation of early career status should be submitted by email to office@bisa.ac.uk

Assessment

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

All applications should demonstrate that the BISA funding is sought for a clearly defined, discrete piece of research in the field of international studies, which will have an identifiable outcome on completion, and a clear set of activities for which the funding will used.

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 BISA Executive committee based on the recommendation of the Association's Research Committee. The Committee will reach its decision based on refereeing by panel members; additional referees will be sought where the subject area demands this. BISA will not be able to provide feedback on individual applications, and the decisions will be final.

The grant application and any subsequent agreement will need to be signed by both the grant applicant and their 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. PhD award date is taken to mean the date of the award by the University – usually the date on the PhD certificate a copy of which will be required.”
- B. For the purposes of clarity, this scheme is only available to post-doctoral researchers who have formally been awarded their PhD after all revisions have been approved. Documentation to prove this status may be required.
- C. Grants will only be allocated to single principal researchers. Research collaboration though is encouraged.
- D. BISA 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 and reporting period 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 an early career member of the British International Studies Association at the time of application and remain a member until the end of the reporting period and acceptance of the end of award report, whichever is the latest.
- G. Only one Early Career grant award is possible per person
- H. Grants are assigned to principal or individual researchers, and not to research teams.
- I. The investigator should undertake at least part of the research him/herself
- J. Funding is not available for work that will form part of a postgraduate degree thesis. Postgraduate research, conferences and conference attendance and replacement wages will not be funded.
- J. No co-funding is possible. Applicants cannot use a Research Grant to fund a component of a larger, already funded study, it is hoped that these grants will pump prime larger future projects.
- K. Only one reapplication is allowed for the same research project.
- L. If a similar research application has been submitted or is about to be submitted to any other 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 BISA Early Career grant and turn down the other offer or vice versa.

3. Reporting

Three reports are required to comply with the grant scheme. One short midterm activity narrative report within 6 months of beginning the research, the end of award report (narrative and financial) within six weeks of completing the research grant period and a further narrative report to capture impacts within 12 months of completing the research. Any other relevant updates, in the form of brief reports, news items, pictures, BISA website, Facebook or Twitter, and BISA News 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 and to the members and wider community but in all cases this will be in consultation with the grant holder.

Reports should be submitted using the appropriate form which will be provided by the BISA office

4. 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 nationally and overseas)

Travel and subsistence for the researcher

- Up to a non-negotiable maximum of £1,750 for research assistance.
- Up to £500 of the Grant may be used towards attending an BISA Conference (travel, subsistence and conference fees at the applicable country band fee) to present a paper and/or run a workshop that will include acknowledgment of the grant.
- 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.
- 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 incl establishment of websites or blogs
- Subventions for direct production costs (printing, binding, distribution, marketing etc.)
- Requests to cover publication costs will NOT be considered – “Green” open access is favoured
- Books
- Childcare
- Insurance

Claims

The British International Studies Association is a learned society and a registered charity. The funding for the Early Career Scheme has been generated by the Association. Grant holders and their institutions are expected not only 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 expenses are eligible or not, please consult the Association prior to financial commitment. Expenses deemed as ineligible will not be covered.

Claims 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 or for new purposes.

Once the award has been made the researcher has 12 months from the date of being advised of the award outcome to claim the initial funding, after that time the award funding will no longer be available.

Payment Schedule

A first payment of £2,000, will be paid at the commencement of the grant with any remainder of the grant up to a maximum of £3,000 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.

Should any underspend of the awarded funding occur the residual should be returned to BISA within 6 months of the grant end date.

5. FAQs

1. Are virements between headings allowed?

A 20% virement is allowed between headings without prior permission from the association

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

No. Only one Early Career Research grant will ever be awarded to an individual.

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 BISA Research Committee and BISA 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 delay the start of 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 1 year.

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, 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.

6. 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 BISA may require short contributions that may be published in any one or more of our membership publications - on the BISA website, 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 BISA should be alerted so that they may assist with marketing.

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

Intellectual Property

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

BISA 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

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

7. 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 British International Studies Association accepts no responsibility for issues directly or indirectly resulting from the funded research, the applicant or other organisations and individuals involved.