



EVENTS GRANT SCHEME 2019-20 CALL FOR APPLICATIONS

FULL PARTICULARS AND METHOD OF APPLICATION

The Institute of Latin American Studies, School of Advanced Study, University of London, is pleased to announce its events grant scheme for the academic year 2019-20.

About the Institute of Latin American Studies

- 1 The Institute of Latin American Studies (ILAS) is one of nine Institutes comprising the School of Advanced Study (SAS) at the University of London. SAS promotes and facilitates the research of the scholarly community in the UK and overseas in the humanities and cognate social sciences. The School undertakes this mission through academic events, publications, fellowships, libraries, online/digital research resources, networks and collaborations. Further information about the Institute of Latin American Studies can be found on its website: <http://www.ilas.sas.ac.uk>

About this Call for Applications

- 2 Applications are now sought for scholars at any level (doctoral students, early-career, mid-career or senior scholars) to convene academic events pertaining to Latin America and the Caribbean in the humanities and cognate social sciences.
- 3 This scheme is devised to support scholarly collaboration and events between UK institutions located outside of London and the South East.

The aim of this scheme is to support the study of Latin America and the Caribbean where institutional support structures are limited or where scholars are dispersed across discipline-based departments. This scheme also aims to promote inter-institutional collaborations beyond one University or department.

Examples of the types of academic activity which may be supported by the scheme are listed below; please note that this list is neither exclusive nor exhaustive and that other event types may be considered:

- A conference that aims to bring together scholars from the wider region as participants or attendees
 - A minimum of six regular seminars running throughout the academic year which bring scholars beyond the applying institution(s) either as speakers or attendees
 - Two mini-conferences on a substantive theme held at two differing collaborative institutions
 - Supporting the travel and subsistence for a Latin American scholar currently based in Latin America to deliver focused academic event(s) in the UK. For example, s/he could give a lecture and masterclass or workshop which would bring in scholars from the wider region.
- 4 Doctoral students with a statement of support from their home institutions are encouraged to apply.
 - 5 Applicants are strongly encouraged to hold events at their home institution(s) or elsewhere in their region wherever possible, in order that Latin American Studies in that region is



supported. However, if there is a strong need for the event to be held in London, please make the case in the application.

- 6 A maximum of £2000.00 will be awarded per application.

How to apply

- 5 Please complete the application form and budget template. Additional information may also be included where the applicant considers this to be relevant but the whole application should not exceed four sides of A4 paper, including the budget template.
- 6 Applicants are encouraged to provide additional information wherever possible and are advised that the following elements must be clear in submitted applications, in addition to the Budget Template, in order for them to be considered:
- 6.1 Details of organiser(s), convenor(s), and proposed speaker(s) including name, job title and institutional affiliation (CVs are not necessary at this stage.) If possible, please include titles or themes to papers to be presented.
 - 6.2 A clear statement of the proposed topic and rationale for the event
 - 6.3 The expected dissemination or outreach of the proposed event
 - 6.4 An indication of the timing (month or academic term) of your proposed event
 - 6.5 A statement on who the proposed event will appeal to
 - 6.6 A statement on the potential benefits the event will provide to Latin American and/or Caribbean scholarship generally and to such studies in the geographical region.

Alternative Schemes

- 7 Those seeking to organise conferences, seminars or workshops at ILAS which do not meet the conditions of this scheme should refer proposals to ILAS' Events Manager, Olga Jimenez at olga.jimenez@sas.ac.uk where they will be considered under a separate process.

Selection Criteria

- 9 A Selection Panel of the Institute will assess proposed events 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 of 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, or inter-regional in its approach; the extent to which the proposed event makes possible collaboration with other Institutes of the School of Advanced Study or its Human Rights Consortium and/or Centre for Postcolonial Studies; the extent to which the proposed event seeks to engage a broad range of UK or 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; the extent to which the event(s) will strengthen Latin American Studies in the geographical region. Note that it is a condition of the grant that the participants submit versions of their paper/presentations for inclusion in an ILAS-supported 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 to enhance the impact of the event.

10 In addition, the Selection Panel will also need to ensure that a broad range of subject disciplines and nations/regions within the remit of ILAS are represented by the awards made.

Additional Notes

Budgets

- 11 The budget for proposed events must be considered indicative at the application stage. If your event is selected then staff from ILAS will work with you to finalise the budget.
- 12 Applications in which the budget includes fees for speakers, convenors or organisers may be discounted unless a compelling reason for the inclusion of such fees can be given. The public profile of a particular speaker would not normally be considered a compelling reason.
- 13 Where ILAS is the only financial contributor to the event, any surpluses which arise should be returned to ILAS. Where ILAS 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

14 Eligible costs under this scheme include:

Cost item	Notes
Travel costs	For speaker/presenters, travel costs are eligible for travel 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 and lunch.
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	If offered, these must be competitively awarded and evidence of the competitive nature of the award must be retained.
Speakers' accommodation costs	London-based accommodation must be booked by ILAS.

Ineligible Costs

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.



- 15 Ineligible costs include:
- Speakers' fees or honoraria
 - Excessive catering or subsistence costs
 - Institutional overheads or contributions towards staff employment costs (whether academic or professional services staff)

Event Location

- 16 As ILAS has a national role in research promotion and facilitation, we encourage institutions to hold events in their region to ensure local Latin American Studies scholars can benefit more easily. If you wish to use conferencing facilities outside of ILAS please indicate this clearly in your application and include indicative costs of venue/facilities hire in your outline budget.
- 17 ILAS has access to excellent conferencing facilities within the University of London (at Senate House), dedicated and experienced events management staff and in-house caterers. Events funded under this scheme which need to be held in London must normally be held in Senate House unless a compelling reason for another London location can be given.

Event Outputs

- 18 ILAS requires the product of a report of proceedings of the event suitable to be circulated to stakeholder audiences. 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, using the School of Advanced Study's in-house publications services
- 19 Grant recipients will be invited to contribute a blog post to the ILAS site, linked to their event theme.
- 20 All events may be video recorded for use on ILAS' website after the event, to maximise the reach of the research presented. Reservations about this should be expressed at the point of application.

Next Steps

- 21 The deadline for applications is 11.59pm (UK time) on Sunday 19 May 2019. With regret, any application received after the deadline may not be considered. The application form and budget template should be submitted by email to ilas@sas.ac.uk. Informal queries regarding the scheme may be directed by email to the Institute Manager at ilas@sas.ac.uk.