



Carnegie Research Workshops

The Carnegie Trust is piloting a new Carnegie Research Workshop scheme during academic 2018-19. The trust expects to fund up to **three** workshops during this initial phase.

Aims and Scope

This scheme aims to support the advancement of new research ideas and the exchange of skills and expertise by funding the organisation and delivery of research workshop programmes addressing issues at the forefront of current scientific, technological, environmental, intellectual, cultural or societal developments. Proposed workshops should focus on a topic of key relevance both to Scotland and globally with the aim of enabling the Scottish academic community to develop and strengthen its international leadership position.

By instigating sustained and focused discussion between researchers, the Carnegie Research Workshops will facilitate the exploration of topics that have both substantial importance and clear common ground for further collaborative work with new national and international partners. Although not a specific requirement, proposals incorporating a multidisciplinary approach will be viewed favourably.

Scale and Format

The Trust seeks to fund small scale events of up to 30 -40 attendees each, which should focus on promoting active engagement between participants, particularly between individuals at different career levels.

Funding will be available to successful projects for a period of up to 24 months, during which the organisers will have the flexibility to develop a programme of workshops that suits their objectives and the availability of their key contributors. The programme may include residential workshops over multiple days and/or shorter events over the period of award.

Workshop leadership team

Workshops are developed and led by teams of academics who each actively contribute to the content of the programme with their own expertise and networks. At least one member of the leadership team must be an academic researcher employed by a Scottish university through which the application will be submitted and administered, if successful.

Leadership teams should demonstrate a suitable balance of expertise and skills between the different team members and include individuals at different stages of their academic career. Where relevant, teams may include representatives from industry, NGOs, public, private or third sector organisations.

Partnership between Scottish universities is encouraged and proposals that fail to include researchers with relevant expertise from other Scottish research groups among the Workshop team and/or among their participants may be rejected or invited to resubmit an amended proposal.

Workshop participants

Workshops should aim to attract high quality participants both nationally and internationally. Events should include representatives from all career stages engaged in research within the subject area(s) of the workshops. A significant proportion (at least 30%) of attendees should be Early Career Researchers (at either doctoral and postdoctoral level) and the majority of these ECRs should be from Scottish institutions.

Equality and diversity

The Trust firmly believes that the leadership of, and participation in, the design and delivery of Carnegie Research Workshop must be open to individuals from under-represented groups, including researchers with caring responsibilities or disabilities. To encourage inclusiveness, applicants are required to address in their proposal how they will ensure accessibility and diversity with regard to their proposed event(s). In addition, childcare provision is considered an eligible cost (the required accreditation, insurance and Health & Safety obligations of such provision would however need to be arranged by the host organisation) as is the cost of any carer provision required to facilitate attendance.

Applicants are strongly encouraged to ensure that assistive technology and specialist equipment be available at the event venue (e.g. hearing loops, AT enabled tablets/laptops).

Intended Outcomes

In contrast to research funding scheme such as the Research Incentive Grants, which lead to published articles, edited volumes or monographs, the Carnegie Research Workshops are by nature more explorative and the expected outcomes will therefore reflect this. Potential outcomes include:

- New network and collaborations focusing on fresh avenues of investigation
- Identification of new research opportunities, including the development of new ideas and methodologies
- Greater understanding and integration of skills and expertise across disciplines
- Stronger networks with international research leaders based on complementary skills, expertise and research interests
- Greater engagement between individuals and organisations, to encourage and promote collaboration
- Research grant applications to other funding bodies
- Articles or edited volumes based on the discussions held during the workshops

The workshop organisation team must produce a report at the end of the funded period. The report should contain a brief narrative of the event(s), record of attendees and achieved outcomes. It should also include a description of the steps that will be taken to ensure the scientific or intellectual findings identified in the workshops are progressed through further collaborations, funding bids etc.

Grant value and eligible costs

In its first year (2018-19), this new scheme will fund up to 3 workshop proposals of a value of up to £50,000 each. Proposals incorporating in-kind contributions are encouraged and eligible costs may include (but not be limited to):

- attendee travel, accommodation and subsistence
- venue hire
- research support staff time to prepare programmes or write briefs ahead of workshops
- administrative support staff time to support the logistics of organising travel, accommodation, venue hire and catering

- costs associated with supporting equality and diversity of representation among the workshop leadership team and participants
- professional compère/facilitator fees
- videography/video conferencing
- advertising/ promotion (if applicable), production of printed material, costs associated with disseminating results arising from the event (if applicable)
- Costs associated with supporting equality and diversity of representation among the workshop leadership team and participants

The Trust intends to be as flexible as possible with regard to the cost element of the scheme and the final budget will be agreed with the successful applicants.

Making an application

Expression of interest

To apply, proposal teams must submit a two page (A4, Arial 11pt) Expression of Interest explaining:

- the proposed workshop theme
- key topics/issues to be addressed
- why the proposed workshop is timely and of key importance to Scotland as well as being internationally relevant, and
- what fields or disciplines will be brought together to address the workshop's aims.

The names of the organising team members should be provided, together with an indicative list of the experts and leaders who will be invited to actively contribute to the workshop contents and a short description of the format/length of the event(s).

Expressions of Interest can be submitted at any time through the Trust's online application portal and the Trust aims to respond to EoIs within 6 weeks of submission.

Meeting with Carnegie staff

Expressions of interest will be reviewed internally by Prof Andy Walker, Dr Patricia Krus and Dr John Thompson. Organising teams whose EoI is deemed by the Trust to suit the remit of the scheme will be invited to attend an informal meeting with the Carnegie Trust to discuss their proposed workshops in more detail. Following this meeting, the Trust will invite a full proposal from the organising teams whose plans best suit the remit of the scheme.

Full proposals

Applicants invited to submit a full proposal will be emailed a link to an online application form which they will have to complete and submit within three months.

Full proposals will also be reviewed internally by Carnegie staff and Trustees. The Trust reserves the right to seek further expert opinions where required by contacting members of the existing pool of Carnegie Research Assessors or further afield. Applicants will be notified of the outcome within 6-8 weeks of submitting their full proposal.

Note: Unsuccessful applicants will be able to submit a revised or new EoI once 6 months have passed after the submission of the initial EoI.

Carnegie Research Workshop Grants –Regulations

Aims and scope

This scheme aims to support the advancement of new research ideas and the exchange of skills and expertise by funding the organisation and delivery of research workshop programmes addressing issues at the forefront of current scientific, technological, environmental, intellectual, cultural or societal developments. Proposed workshops should focus on a topic of key relevance both to Scotland and globally with the aim of enabling the Scottish academic community to develop and strengthen its international leadership position.

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Lead organiser

1. Applications must be led by an academic researcher, employed by one of the Scottish universities, on a contract consistent with their having the time and resources required to undertake the organisation of the workshops, and must, at the time of application, be planning to remain in post at that university for at least three months after the award period has ended.
2. Submissions will not be accepted from Lead Organisers where a report on a previously held Carnegie grant is overdue.

Core organising team

3. The Core Organising team should include collaborators from other universities (Scottish, rest of the UK or overseas), and can also include representatives from independent research institutes; government departments/organisations; NGOs; charities; or private industry/industry bodies etc.
4. Organising teams should demonstrate a suitable balance of expertise and leadership experience by including individuals at different stages of their research career. All team members are expected to actively contribute to the development of the proposed workshop programme with their own expertise and international networks.

5. The size of the core organising team will depend on the topic of the research workshops but should be limited to 3 to 5 individuals in addition to the Lead Organiser.
6. Partnership with other Scottish universities is encouraged and proposals that fail to include researchers with relevant expertise from other Scottish research groups in the Workshop team and/or among the participants may be rejected or invited to resubmit an amended proposal.
7. The Trust discourages proposal team members from adding their name to other proposals under this scheme as long as an application which lists them as a Core or Lead Organiser is still being considered for funding, unless their expertise is essential to more than one proposal.

Equality and Diversity

8. To meet the Trust's commitment to Equality and Diversity, the design and delivery of Carnegie Research Workshop must be open to individuals from under-represented groups, including researchers with caring responsibilities or disabilities.
9. To encourage inclusiveness, applicants are required to address in their proposal how they will ensure accessibility and diversity with regard to their proposed event(s). Childcare provision is considered an eligible cost, as is the cost of a

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carer to facilitate attendance of participants who require assistance in their day-to-day life.

Format of workshops

10. Applications may be submitted for single multi-day events or a series of single day events (the latter being required to take place within the period of the award) to be held at any location **in Scotland**. While not a requirement, proposals incorporating a residential and/or a multidisciplinary element will be viewed positively by the Trust.
11. The Trust will not support stand-alone events which are not part of the research process, for example, events held to disseminate findings from research already undertaken, or networks based around an event where the proposed activities would have taken place without the grant.
12. The following types of activity are excluded: the organisation and hosting of an established event (i.e. an existing annual or multiannual event which has been run previously); seminar programmes; lecture series; guest speaker lectures; graduate school events, traditional style conferences; or the operation of networks or similar discussion groupings whose sole focus is the formulation of large grant proposals.

Deadline, grant value and length of workshop programmes

13. Research Workshop Grants are tenable for 6 to 24 months. The maximum award that can be applied for is £50,000 and the minimum is £20,000.
14. There is no set deadline and the initial Expression of Interest can be submitted at any time of year (see Application process for more information).
15. Funds awarded by the Trust may be applied only to activities undertaken after the Grant has been formally notified to the Lead Organiser (on behalf of the Lead Organisation).

Eligible costs

16. Carnegie Research Workshop Grants are awarded to help with the costs directly incurred by the

Lead/Support Institutions in the organisation and delivery of the proposed research workshop programme.

17. Eligible costs include, but are not limited to, payments for:
 - i) attendee travel, accommodation, and subsistence
 - ii) salaries for research support staff
 - iii) salaries for administrative support staff
 - iv) other technical staff support
 - v) venue hire
 - vi) catering
 - vii) equipment hire
 - viii) purchase of minor equipment (if not available to hire)
 - ix) professional compère/facilitator fees
 - x) video conferencing/videography
 - xi) advertising/promotion (if applicable)
 - xii) production of printed materials
 - xiii) costs associated with disseminating outputs arising from the event
 - xiv) costs associated with ensuring the workshops meet the Trust's inclusion policy, such as childcare/carers provision, assistive Technology (where applicable) etc.
 - xv) other event costs, as deemed appropriate by the Trust.
18. The following costs are not eligible:
 - i) the Lead Organiser's (and any Co-Organiser's) own time or that of dependants, or buy-out of their time
 - ii) travel, accommodation and subsistence costs of a partner, spouse, relative or friend who are not a participant's usual carer
 - iii) stipends or scholarships
 - iv) indirect overhead costs and bench/desk fees
 - v) insurance cover or accreditation required to hold the event.
19. The final budget will be agreed with the successful applicants.

Application process

20. An initial **Expression of Interest** must be submitted online through the Trust's online grant portal.

21. Following an internal review, the proposal team of each selected EoI submission will be invited for an **informal meeting** with senior Carnegie Trust staff to discuss the proposed workshop programme in more detail. After the meeting, the Trust will assess whether the proposed workshop fits the remit of the scheme, and if so, invite a full proposal from the organising team.
 22. Proposal teams invited to submit a **full proposal** will receive an email link to an online application form which must be completed and submitted within three months. The full proposal must be endorsed by the Lead Organisation's Research Office and include a signed letter of endorsement from the Dean or Vice Principal of Research. It is the Lead Organiser's responsibility to liaise with their institution's Research Office and Dean/VP of Research to ensure that their proposal incorporates the required quality and scope.
 23. The Trust will consider only one Expression of Interest from the same Lead Organiser within a 12-month period, unless the Lead Organiser has been invited by the Trust to re-submit a revised proposal/EoI.
- i. originality of the proposed workshop topic and programme, scope of issues to be addressed; potential significance to the Scottish research community and international relevance;
 - ii. the expansion of an existing area of research and/or the generation of new foci for research activities; potential to develop/strengthen Scotland's leadership position in the chosen area of research;
 - iii. the promotion of collaborative working: between academics at different career stages; the Scottish universities and researchers in the rest of the UK; and internationally;
 - iv. its feasibility, in terms of the scope indicated, programme format and the resources available;
 - v. the suitability of the Lead Organiser and Organising Team to undertake the workshop programme, including strength of the participants and their contributions to the content;
 - vi. where applicable, any in-kind support/added value being offered by the Lead/Partner Organisations.

Assessment process

24. Senior members of staff of the Carnegie Trust will review each Expression of Interest and assess the proposal's fit with the remit of the scheme.
25. Full proposals will be assessed by a review Panel composed of senior Trust staff and Trustees. The panel will recommend approval, or otherwise, on the basis of the criteria set out in these Regulations, within the overall level of funding allocated to the scheme by the Trustees. The panel reserves the right to seek further expert advice from suitably qualified reviewers and to request amendments to a proposal before making a final decision on funding.
26. The Lead Organiser will be informed of the Trust's decision within 6-8 weeks of submitting their complete application.
27. The criteria upon which the proposal will be judged, in addition to those already mentioned, will include:
 28. The final funding decision will be made by the Trust's Secretary on the basis of the Review Panel's recommendation. Should any special issues arise, the Secretary will also consult with individual Trustees, or the Chair of Trustees, as appropriate.
 29. Unsuccessful applicants may request feedback on their proposals. The Trust reserves the right to disclose only information deemed appropriate.
 30. All grants awarded will be on the basis of the published terms and conditions of award.

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