Sgoil Ceumnachaidh na h-Alba airson Ealain agus Daonnachdan

Sgoil Cheumnaichean Saidheans Sòisealta na h-Alba

Spring into Methods (SiM)

Guidance Notes

Updated November 2018

1. INTRODUCTION

In partnership, the Scottish Graduate School for Arts & Humanities (SGSAH), and the Scottish Graduate School of Social Science (SGSSS) are keen to provide high quality methods training to our postgraduate students.

The Spring into Methods programme offers interdisciplinary learning, of a specific method, over 2½ consecutive days, in a space shared by Arts, Humanities and Social Science doctoral researchers from across Scotland.

There is a budget available for the development and delivery of each training event:

- The event is expected to happen between the 8th April - 10th May[1] (inclusive) 2019, over 2 ½ consecutive days.
- The budget for each event is £2500
  - to cover all materials (if relevant)
  - to cover PGR/ECR fees
  - with the remainder going to the host institution to buy-out time of staff leading development and delivery (including Professional

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[1] Please be careful to avoid public holidays during this period.

Services staff). Tenured staff cannot claim this fee as an additional payment to their salary.

- It is estimated that around £750 (of the total £2500) will be claimed against catering costs.
- At least one early career colleague (doctoral researcher or short/fixed term ECR) should be included in the development and delivery of materials
- In addition, the SGSAH & SGSSS will cover accommodation and travel where required for their doctoral researchers. Student delegates apply directly to their respective Graduate School for reimbursement (it is not to be met by the £1750 + £750 outlined above)

The event will last 2½ days, and the budget should cover lunch on at least 2 days, and refreshments (e.g. coffee) over the whole event.

The fund is **not** to be used for core training delivered through Masters level modules, or to provide standard training that higher education institutions deliver to PhD students.

Planning the Event

We require training event proposals that demonstrate how the training will meet the needs of doctoral reseachers across the Arts, Humanities & Social Sciences. Note that careful consideration may have to be given to the setting of prerequisite skills (for example the first half day may be open to non-confident students using a statistical platform, with more confident students attending the remainder). It is anticipated that most students attending will be new to the method and that the first half day may be an introductory session. The commissioned events are not expected to offer advanced training, though this may be feasible.

We require you to demonstrate how your event, in its design and delivery, will facilitate cohort-building of doctoral researchers across disciplines.

Knowledge Exchange

We are keen that each event has a strong knowledge exchange element, and the application form provides space to outline how your event will contribute to this.

Online learning

We are committed to developing online learning resources for all our students and invite training event proposers to consider how their event might be suitable as a contribution to this. This could include, for example, the recording of presentations. Alternatively, it might be possible for the event speaker to create a short podcast of particular aspects of the training for our Graduate Schools to make more widely available, alongside associated learning materials. In return for our investment in SiM, we will build a repository of online materials. Plans should be outlined in your proposal and delivered to either graduate school by 28th June 2019.

We welcome SiM proposals from all HEI members/departments of the SGSAH and SGSSS. Proposals can come from single HEIs and disciplinary teams but we also welcome teams drawn from across our HEI members and from across disciplines. Events will be open to doctoral students (including those on 1+3), irrespective of funding source.

How much can be applied for?

The overall fund is £25,000 p.a. This the second SiM programme and we hope to make this an annual call/programme. The maximum amount that can be applied for will be £2500 (as outlined above, estimated £1750 towards content/logistics + £750 catering). On the SiM application form, we require a breakdown of how the requested funds will be used. Funds will be allocated to high quality SiM proposals that meet the terms of funding described in this guidance.

Potential room hire costs are expected to be waived by the hosting HEI.

What activity will be supported?

The SiM will support interdisciplinary methods training, relevant to Arts, Humanities and Social Science doctoral students. We are commissioning events that are 2½ days in duration, in order to offer depth of training for those new to a method.

Once the training has been commissioned, doctoral students across Scotland will be invited to apply for a place. Attention will be given to balance the students

attending from across our Graduate Schools and HEIs.

Proposed Methods Spring 2018

Each year the SGSAH and SGSSS will collaborate to set up a long-list of methods training events that will meet the needs of our students. In 2018/19, these events are:

Introduction to Quantitative Methods, including EITHER how to Visualise Data OR analysis of linguistic data
Introduction to Qualitative Approaches
Practice as Research
Oral Narrative Methods
Story-boarding
Video Production (either as data or dissemination tool)
Arts-Based Research
Archival Research
Feminist Research Methods
Mining Administrative Data
Participatory Action Research.
Ethics and fieldwork in conflict-zones
Participatory Observation
Discourse Analysis
Visualizing Research (e.g. infographics)
Materialist Research Methods (highlighting the very different forms that materialisms take)
Performative, Somatic & Relational Methods (bridges more-than-visual culture studies and practice-based/led research)
Environmental socio-cultural methods

In addition there is an **open category** for colleagues to apply to if they have an idea that falls outside the list above, but which they see as valuable and innovative methods training.

Depending on the applications received we may fund more or less than 8 training events.

Teams of colleagues may apply to provide training on more than one of the methods listed above. We welcome teams that represent interests across the Arts, Humanities and Social Sciences, but we will also accept applications from a single area, where it can be demonstrated that the proposed event meets the needs of all students.

Applications submitted in 2017/18 can be resubmitted though we would expect to see additionality generally and specifically around the online learning materials produced.

How will the process be managed?

Nov 2018	Graduate Schools meet to discuss the events
11 December 18	Call for workshop proposals disseminated to all HEIs
25 January 19	Deadline for workshop proposals
1 February 19	Proposals are reviewed by the Graduate Schools
5 February 19	Applicants are informed of the Graduate Schools' decision
6 February 19	Events are promoted to students
20 February 19	Deadline for students to apply to attend
4 March 19	Students are notified of their success

Proposals must be submitted to team@sgsss.ac.uk by **25th January 2019: 4pm**. Applications will be reviewed by a panel drawn from across SGSAH and SGSSS committees. We will only consider applications where the proposed training event is scheduled to run between 8th April– 10th May (inclusive, avoiding Easter and May spring holiday) 2019. We will notify successful event applicants by 5th February 2019.

What happens if you are successful?

1. SGSAH and SGSSS will update their websites and publicise the events through their various communication channels, including Directorate, Panels, Pathways, Executive, etc.

2. SGSAH and SGSSS will launch a call for applications from doctoral researchers to each commissioned event. SGSAH/SGSSS will manage the application process for each event. As far as is possible, there will be an equal number of Arts/Humanities and Social Science participants at each training event. Following student selection, the Graduate Schools will set up our online registration systems for each event to allow for attendance booking, monitoring and data collection. **We must have all SiM events run through our online registration systems to facilitate the running of events and also collating the data we require for these funds.** Where demand exceeds places we will run and manage reserve lists.

4. The lead organiser manages the running of the event, and covers any local costs. **The SGSAH/SGSSS can only receive one invoice from one institution for the event.** Invoices should arrive with the Graduate Schools no later than the 28th June 2019.

5. We will provide all attending students with information on how to claim travel and accommodation costs.

6. The lead organiser manages the submission of an attendance list within two weeks of the event (a scan of the sign-in sheet is adequate).

7. The lead organiser manages the submission of a pro-forma post-event evaluation form and an invoice for the SGSAH/SGSSS contribution as per the agreed limits in the award letter, within 2 months of the event. Please use the reference number on the purchase order included in your award letter. **Invoices must be submitted by 28th June 2019. Invoices received after the 28th June 2019 will not be reimbursed. Invoices will only be paid on receipt of evaluation forms.**

8. SGSAH/SGSSS will process invoices and transfer funds.

If you have any queries about this opportunity, or wish to discuss a planned event, please email the team at team@sgsss.ac.uk and/or enquiries@sgsah.ac.uk.