



Arts & Humanities
Research Council



AHRC Beyond Text: Performances, Sounds, Images, Objects Programme

Collaborative Research Training Scheme 2010 Student-Led Initiative (£2,000)

1. Introduction

The Arts and Humanities Research Council (AHRC) is inviting applications to the second round of Student-Led Initiatives specific to the Beyond Text: Performances, Sounds, Images, Objects Programme. The details of both the Beyond Text Programme and the Student-Led Initiatives scheme are outlined below.

Applications can be submitted to a maximum value of £2,000 and the AHRC aims to make approximately 10 awards in this round, depending on value.

2. Student-Led Initiatives

The Student-Led Initiative (SLI) category is part of the Collaborative Research Training (CRT) Scheme and provides awards of up to £2,000 towards the costs of setting up a programme of training.

The aim of the Student-Led Initiatives is to support the establishment of innovative collaborative research training programmes, originated by and run for postgraduate doctoral students.

To ensure that the scheme is of benefit to as wide a range of postgraduate students as possible, SLI's are open to any postgraduate students in the arts and humanities based at a UK Research Organisation (RO). Exclusive priority will not be given to AHRC award holders, although where possible, AHRC award holders should be involved in the organisation of the project, and included in the audience. Funding will be provided on a competitive basis to applications that succeed in meeting the criteria of the scheme, demonstrate a clear training and development focus that will benefit postgraduate researchers and have a strong fit to the Beyond Text Programme.

Details of the programme can be found in sections 4 – 7 of this document.

Examples of possible initiatives are as follows: (please note that these are only examples and we welcome other proposals as long as they meet the aims and criteria of the scheme):

- Conferences (as long as the activities are led by and for research students)
- Career Development Initiatives
- Networks or Research Forums
- Journals or on-line web resources, which could include students both submitting, reviewing and editing papers, as well as students organising and administering the journal
- On-line video resources
- Roundtable events with academics and practitioners in the relevant field to discuss career pathways and career development issues

- Showcase/Demonstration Events, where students can present their research to local or national employers, government bodies, community organisations, media, primary and secondary educational pupils, etc.
- Knowledge Transfer Activities, involving interaction between students and non-academic organisations.

The AHRC is keen to see proposals outlining innovative practices that will benefit a wide range of postgraduate researchers, either by their involvement in the organisation of or participating in the project.

3. Aims of the scheme

The Student-Led Initiative should meet the aims of the Collaborative Research Training Scheme:

- To support the provision of specialised, subject- or discipline-specific research training
- To support higher education institutions throughout the UK to establish new or enhance existing specialist research training provision for doctoral students in the arts and humanities on a collaborative basis
- To enable institutions to offer this training to groups of students in several institutions, where it is not possible or not cost-effective to provide the training to students in a single department or institution, or where collaboration will provide a higher quality of provision and experience than a single institution could achieve
- Through such collaborations, to enhance the quality of training and student experience that can be provided.

In addition to this, the Student-Led Initiative aims to:

- Enable doctoral students to gain experience of organising academic activities and to develop the broad range of generic skills involved in doing so
- Give doctoral students the opportunity to develop and broaden their knowledge in their area of research
- Provide doctoral students with the opportunity to put into practice a range of transferable skills (e.g. communication skills, project management, networking, facilitation etc) that have been or will be developed during postgraduate study
- Provide students with the opportunity to raise awareness of their research and promote themselves to their academic peers and the non-academic community
- Foster and promote Knowledge Transfer dialogue between researchers and the wider non-academic community
- Develop postgraduate students' ability to convey their research to non-specialist audiences
- Create a sense of community among the population of research graduates.

The AHRC believes that the experience of organising, developing and administering these initiatives is an excellent opportunity for students to enhance the development of both specialised, research-related skills and broader organisational and networking skills. Proposals should explain the benefits the students will gain through attending or interacting with the initiatives. Research students are invited to submit their proposals through their RO, which should support and endorse each proposal.

If you are interested in applying to the scheme but would like information on existing student-led activities and programmes, then Vitae's Database of Practice may be a helpful resource for you. This is an on-line resource which includes over 600 examples of practice and initiatives run within the Higher Education sector that are contributing to the skills and career development of researchers. The Database can be found at:

<http://www.vitae.ac.uk/policy-practice/34837/Database-of-practice.html>

If you would like further information on the AHRC's research training framework and the skills training it expects its award holders to receive please see our website at:

<http://www.ahrc.ac.uk/FundingOpportunities/Pages/ResearchTrainingFramework.aspx>

This page also provides a link to the Research Councils' Joint Statement of Skills, which provides a useful guide to the generic and subject-specific skills postgraduate researchers should expect to develop during their studies.

4. Beyond Text: Performances, Sounds, Images, Objects Programme

The **Beyond Text** strategic programme was developed in 2007 following a period of consultation with the arts and humanities research communities which identified visual communication, sensory perception, orality and material culture as key concerns for 21st century scholarship and the wider community. It recognises that today's digital culture means that communication is more rapid and often more transitory than ever before; performances, sounds, images and objects circulate swiftly on a global scale only to be replaced by even newer versions. Who controls and manages this material and its dissemination is now a key political, economic and legal question. Yet these are not new problems but ones with long historical roots. **Beyond Text** will create a collaborative, multi-disciplinary research community to work with those outside Higher Education on these issues. The programme will help inform and inflect public policy relating to our cultural and creative heritages and futures; it can also, for example, help inform educational practice at a time when traditional notions of literacy are being challenged by advances in communication technology. The programme will also foster public understanding of the many oral/aural, material and visual forms in which creativity has been generated and used. Finally, in bringing together those who create works and those who preserve, display and study them, the programme will break down traditional boundaries between practice-led or practice-based research and other forms of investigation. The £5.5 million programme will run for 5 years until May 2012.

5. Beyond Text Programme Specification

Forms of non-textual communication and creativity have long been, and indeed remain, vital and widespread in many cultural contexts, and the visual, material and aural records of the past and present offer very different insights from those found in written documentation. This means that hierarchies which have conventionally prioritised the written word over other forms of production are being challenged from many different directions.

The programme centres on five thematic, interdisciplinary areas which take up these challenges:

- Making and Unmaking
- Performance, Improvisation and Embodied Knowledge
- Technology, Innovation and Tradition
- Mediations
- Transmission and Memory

Attending to the full range of sensory perceptions, these themes provide a framework to investigate the formation and transformations of performances, sounds, images, and objects in a wide field of social, historical, and geographical contexts, tracing their reception, assimilation and adaptation across temporal and cultural boundaries. By building on work that is already underway and developing new activities, the aim is to treat these phenomena as objects of inquiry in their own right and to engage in research involving processes and practices that go beyond those associated with the written word and other forms of inscription.

Emphasising both the past and the contemporary, **Beyond Text** will bring together an international, multi-disciplinary community to consider the processes of creating and communicating cultural values through sound and sight, recognising that these often depend for their continuation and realisation on a range of textual practices. Thus **Beyond Text** does not mean 'Without Text'. While the creation and interpretation of performances, sounds, images and objects on both special and every-day occasions is the central concern, their translation, mediation and recreation through text remains key to their investigation. This is an issue that is increasingly important with the rapid transformation of new forms of recording and digital dissemination. Because of these aims, **Beyond Text** is of interest to those within the arts and humanities in Higher Education Institutions but also to those responsible for making, monitoring, preserving and disseminating performances, sounds, images and objects elsewhere and in other contexts. Here, **Beyond Text** provides a key opportunity to build on the strengths of collaborative and interdisciplinary work in the arts and humanities to develop and support collaboration with non-academic stakeholders, and to develop new research techniques and outcomes.

The aim of the programme is to support a multi-disciplinary community of scholars and practitioners drawn from Higher Education, museums, galleries, libraries and archives, business, policy, media, technology and the law to explore how human communication is articulated through sound, sight and associated sensory perceptions in both the past and the present. It aims to enhance connections between those who make and preserve works and those who study them, bridging divides that have often hampered effective scholarship, policy debates and discussion. It aims to have outputs which generate new questions and research and to provide a platform for future investigations. In doing so, it aims to be deliberately international and comparative in order to encourage innovative forms of research.

For additional information on the Beyond Text Programme, please refer to the full Beyond Text Programme specification which can be downloaded from the AHRC website at <http://www.ahrc.ac.uk/FundingOpportunities/Pages/BeyondText.aspx>. If you are considering applying to this Beyond Text specific round of Student-Led Initiatives, you are strongly recommended to read the programme specification as it will provide you with important thematic information that may affect the eligibility of your application.

6. Aims and Objectives of the Beyond Text Programme

Your application must meet at least one of the following selected aims and objective of the Beyond Text Programme to be eligible in this round:

- Stimulate high-quality research in the thematic areas, and encourage interdisciplinary collaboration, in and beyond Research Organisations.
- Make distinctive contributions to the theoretical, conceptual, thematic, practice-led and empirical study of these thematic areas.
- Create an arena for shared debate both within and beyond the academic community on how to use evidence, approaches and methods to generate new questions and issues for those working with performances, sounds, images and objects.
- Facilitate connections, communication and exchange between researchers and a wide range of individuals and organisations outside academia with an interest in the research and its outcomes, including but not limited to those in the ICT, public policy, legal, creative and cultural sectors, museums, galleries, libraries and archives, performance spaces and the media.

- Contribute to public awareness of this research through programme and project-based outputs and events.
- Developed a vibrant research community whose activities will continue beyond the life of the **Beyond Text** programme.
- Build capacity in this field, in part by supporting early career researchers and postgraduate students.

7. Themes of the Beyond Text Programme

The proposed Student-Led Initiative must also demonstrate its fit to the programme by meeting at least one of the five programme themes:

- **Making and Unmaking**
This theme marks an important shift from studying the finished object to investigating the processes through which things are either generated, changed, dissolved or destroyed. This involves issues of power and authority as well as questions of creativity.
- **Performance, Improvisation and Embodied Knowledge**
This theme emphasises the multi-media concept of the performative and the spectacular; questions of improvisation and its relation to a script; and the issues of sensory, tacit forms of knowing and their transmission in a range of cultural practices and technologies. It looks at how education and the passing on of knowledge occur without textual transmission. It also considers the politics of performance. Who controls performances and what acts of resistance or subversion are possible in different social and cultural contexts?
- **Technology, Innovation and Tradition**
New materials, instruments, systems of production, distribution and reception have all had an important impact on our understanding of creativity and its development. But while recent technological advances have ostensibly transformed global communications, linking peoples of different economic circumstances, political systems, and geographical location, how much has really shifted in terms of reception, social networks and the trust and value placed in communication? What can we learn from cultural practices in earlier technological eras?
- **Mediations**
The dichotomies posed by the traditional contrasts between 'text and image', 'notation and music', 'script and performance' suggest unhelpful divides. This theme goes beyond binary divisions to look at mediated relationships which may include text but could also concern the interaction between images and sounds, images and objects, or sounds and objects. These relationships may be both enabled and constrained by the material forms in which they are communicated and increasingly by the developments in technology and the management and the legal environment that shape their potential for distribution and redistribution.
- **Transmission and Memory**
Written texts have been, and are, crucial to the processes of social memory and to the transmission of knowledge across generations and between societies. Yet other media and forms have played an equally important and often neglected role. This theme focuses on the work of memory in terms of objects, oral cultures and performance, and the ways in which it brings about transmission across time and space.

8. Applying to the scheme

Applications can be made in this scheme by postgraduate students attending a Research Organisation (RO) in the UK, directly funded by HEFCE, DEL, HEFCW or SFC. Applications should be submitted by a lead student. It is expected that organising the project should be led by research students, and the application will be expected to demonstrate that this is the case and to involve the input of a named lead student.

Proposals requesting funding to support existing initiatives or projects are not eligible. Only proposals for entirely new projects will be considered.

It is not necessary for you to collaborate with students at other ROs, although this may be appropriate for some projects, but doctoral students from a range of institutions should be invited to participate. As the lead student, you must be supported by your RO, i.e. endorsed by your Head of Department and supervisor.

Where more than one RO or student is involved in organising the project, one lead student and one lead institution must be identified to coordinate the proposal and to act as the contact for correspondence. If the application is successful, the award will be made to the lead institution which will be responsible for transferring any funds to partner institutions. Applications may involve collaboration with non-RO organisations, such as museums, libraries or galleries, but such organisations cannot lead a bid in this scheme.

You should discuss your proposed application with your supervisor and with any other relevant institution staff, and should consider whether your studies can support the time commitment required in organising the proposed project. You should ensure that you have the full support of your institution and have sought the appropriate advice needed to plan your project successfully, including any specialist or technical guidance needed.

Only one application should be submitted for each project. We will not accept applications covering different aspects of a single initiative or separate applications from the different partners involved in any collaborative bids.

9. Who Should Benefit From The Student-Led Initiative?

As part of the application process we request information on the number of arts and humanities doctoral students and AHRC award holders who are likely to benefit from the project. We will take this information into account alongside the nature and quality of the proposal and the costs sought when assessing the proposal.

Projects funded through this scheme should be open to all relevant arts and humanities doctoral students where appropriate. The project must be of direct benefit to research students primarily. Whilst we would not discourage Master's level students or students from other disciplines from benefiting from an initiative, priority must be weighted to doctoral students in the arts and humanities.

Where students or parties other than arts and humanities doctoral students participate in AHRC-funded projects, the costs arising from their participation cannot be covered. Funding should only be used by and for arts and humanities research students.

Support from the AHRC for the project should be acknowledged at any event or in conjunction with any material developed.

Please note that applications for annually recurring activities are not eligible for this Beyond Text Student-Led Initiatives round. Proposals have to be for new initiatives.

10. Application and Assessment Processes

The deadline for this Beyond Text Programme Student-Led Initiatives round is **Thursday 25 March 2010**. Outcomes will be announced week commencing **10 May 2010**.

We require the original application form (i.e. with original signatures) and three photocopies.

You are required to select a lead student who will be responsible for reporting on the activity and who will act as the main point of contact for proposals. While it is understood that a team may be responsible for organising, conducting and running the initiative, we will still expect a lead student to be nominated (although details of the organising team should be included elsewhere in the proposal). Applications must be sanctioned by the head of department and the supervisor of the lead student.

The initiative must take place between **1 June 2010** and **31 May 2011**.

If you have previously been awarded funding as the lead student of a CRT conference, you may submit an application in the Student-Led Initiative.

11. Unsuccessful Applications and Resubmissions

The Council normally defines a resubmission as the submission of an unsuccessful application to a later round of the scheme, within an allotted time-scale (normally by the closing date of the next round of the scheme). As this second round will be the last opportunity to submit a proposal to the Beyond Text Student-Led Initiatives scheme, any unsuccessful proposals from this round cannot be resubmitted to the scheme in future.

If your proposal is unsuccessful in this round, you may be able to re-scope the proposal and submit it as a new proposal to the standard route for Student-Led Initiative scheme. The standard route for Student-Led Initiatives is currently suspended but will re-open later in 2010. For further information and updates regarding the standard route for Student-Led Initiatives, please refer to the information on the AHRC website at <http://www.ahrc.ac.uk/FundingOpportunities/Pages/CRTS-Student-LedInitiative.aspx>

If your proposal was unsuccessful in the first round of the Beyond Text Student-Led Initiatives scheme, your proposal may be resubmitted to the second round if you received a grade of 3 or higher in the first round. If you received a grade of 4 or 5, your proposal cannot be resubmitted. The purpose of the resubmission policy is to allow projects which are inherently worthy of funding a second chance of success. There is, however, no guarantee that a resubmitted application will be successful second time round, as it will be in open competition with an entirely new group of applications. Consequently you are strongly advised to take note of any feedback you received when preparing to submit your application for a second time.

When resubmitting an application for a Student-Led Initiative award, the project should remain essentially the same, and should bear the same title. The resubmission allows you to give due consideration to any comments or feedback provided by the Council's assessors and/or to make any improvements which you consider would enhance your application, and/or to update the application in light of any significant changes that may have happened since the original application was submitted.

If you are resubmitting an application you **must** complete a new application form and state clearly that it is a resubmission.

12. Assessment Criteria

Applications submitted in the Beyond Text Student-Led Initiative round will be assessed by the AHRC Executive and the Beyond Text Programme Director.

Applications will be judged by the following criteria:

- The fit to the Beyond Text Programme themes, aims and objectives.
- The quality of the proposed project, e.g. whether the project demonstrates intellectual coherence and is of appropriate scope
- That the project will be truly collaborative, involving a variety of researchers from different institutions either in organising the project or as the audience
- The extent to which the project is explicitly being organised by and for research students
- Evidence of the extent and quality of the training and skills development to be gained by the organisers and the doctoral students who will benefit from the project
- Evidence of the support that will be provided by the host department or institution and that specialist advice has been sought where needed (e.g. technical advice for an on-line resource)
- Evidence that procedures are in place for evaluating and ensuring the high quality of the project developed and delivered
- Evidence that realistic plans are in place for the project in terms of its costs and timescales
- Evidence that the long term sustainability of the project has been considered
- Evidence that effective plans for disseminating the outcome of the project have been considered and will be pursued after the AHRC award has ended

Guidance notes on completing the application form

The lead applicant should complete the form. It should be word-processed in at least 10 pt font.

All sections of the form should be completed; we are unable to accept applications that are incomplete. Please ensure that you preserve the format of the application form and that the text boxes do not run onto subsequent pages. Small boxes may be completed by hand if you are unable to complete them electronically.

Please do not include additional pages.

Please staple the completed application form.

Section 1: Project Title

Please include a title for the initiative. This is for ease of reference and might include, for example, the subject area involved. The title will be used for publicity-purposes if the award is successful so should be meaningful to a non-specialist audience.

Section 2: Details of the Lead Applicant and Institution

You should be a doctoral student studying in the arts and humanities, at a UK Institution. If you are registered at an overseas institution, you will not be eligible to apply. Please give details of the area and year of your study. **You do not have to be an AHRC award holder.**

Where the proposal involves collaboration between a number of ROs, we ask that you identify one individual to lead the application. Any collaborating organisations will need to decide which institution is best placed to lead the bid, but should bear in mind the following:

- All AHRC correspondence will be sent to the lead student
- If the bid is successful then the award payments will be made to the finance office of the RO at which the lead student is based
- The lead institution must be eligible to receive funding from the AHRC, i.e. be a UK RO funded by one of the four UK Higher Education Funding Councils.
- The AHRC will monitor successful awards so the lead student must be in a position to update the council on progress with the project.

Section 3: Details of the Student-Led Initiative

You may bid for up to £2000 for the costs of your project. Please give as much detail as possible about the subject matter and how it will be organised, and on the structure and aims of the project. You should not exceed the 2,000 word limit for section 3 of the form. **Applications exceeding the word limit will be made ineligible.**

Please use the following headings when completing the form:

3.1 Type of initiative

Please briefly indicate the type of project e.g. round table event, conference, web resource etc.

3.2 Location

If the project takes the form of an event, please state where it will be held. Please note that initiatives held overseas are not eligible as this will restrict access to the initiative for UK postgraduate students.

3.3 Start date

This date must fall on or after 01/06/2010. As AHRC funds cannot be released in advance of need, so the start date should be the date that expenditure will start for your

initiative. If you have any concerns regarding selecting an appropriate date, you should speak with the Research Office at your institution for advice. If you are successful, you will have 42 days from this date to return your starting certificate.

3.4 End date

The end date can be no later than 31/05/2011. This date will also be the date that your end of award report is due.

3.5 Estimated number of students to benefit from the project

Including the lead and collaborating students, please give an estimate of the number of postgraduate students that will benefit from your proposed initiative.

3.6 Describe the aims and objectives of the project, including goals for both the organisers and participants and how these reflect the aims and objectives of the Beyond Text Programme.

Please describe the objectives of the project and how it will fit within the Beyond Text Programme. Outline what you hope to achieve in organising it and what benefits attendees/audiences will gain from it. These may be subject specific but should also include generic aims. Please also briefly describe the outcome intended for participants in the project.

You should also describe briefly how your subject area(s) fit within the themes of the Beyond Text Programme. We welcome single subject and inter-disciplinary topics. You should also state who might utilise or participate in the project, including non-student participation. Please give an estimation of the number of projected participants in the project.

3.7 Describe the project and the training needs that will be met for both the organisers and participants.

Involvement in the project should meet the specialist, subject specific training needs of the participants, so please outline how they will be met.

3.8 Describe the collaborative elements of the project.

We expect the organisation to be conducted by research students, but aside from the named student organising the work, please indicate who else might be involved and in what capacity; how will the programme be collaborative in nature and what different institutions and organisations will be involved in the initiative? If there are complimentary activities, such as workshops, poster sessions, responsive-mode feedback, or other events as part of the initiative please include them in the description.

3.9 How will you publicise the project?

Please outline how it will be publicised to your target audience. If applicable, please indicate any plans to publish proceedings or outcomes once the project has ended.

3.10 How will the success of the project be evaluated and how will you disseminate any outcomes?

Please also outline how you will evaluate the success of your initiative, and that the programme met the training needs of those involved.

3.11 How will you sustain this activity after the AHRC funding has ended?

The aim of the CRT scheme is to support the arts and humanities community in establishing new research training provision. The AHRC is keen to see that successful programmes of training initiated through this scheme become embedded in the community and are of long-term benefit to postgraduate researchers. Please indicate how your programme might be sustained after the AHRC funding has ended.

Section 4: Beyond Text Programme Themes, Aims and Objectives

Please indicate which of the Beyond Text Programme's themes, aims and objectives will be met by your proposal.

You can select as many of the themes, aims/objectives as you feel is appropriate but you must select at least one theme **and** one aim/objective. If you are unable to select at least one from each section, **your application will not be eligible**.

Section 5: Costs

Please provide a detailed breakdown of how costs will be allocated and what added value the AHRC funding will provide. If the project is likely to cost in excess of £2,000 please state what other funding has been appropriated or sought. The AHRC reserves the right to remove costs that are considered to be unreasonable or ineligible.

Costs that are **not eligible** are:

- Academic staff time
- Honoraria for participants
- Costs of hiring or refurbishing rooms within participating higher education institutions or internal space charges
- Costs for generic equipment which could reasonably be expected to be provided by the collaborating institutions.

Costs must be included under the appropriate headings as follows:

5.1 Travel and subsistence

This should include all funds that are allocated towards the costs of travel, accommodation and subsistence for both participants and delegates. Food and refreshments provided at events should also be included here.

Costs for travel and accommodation can be estimated but any funds that are not spent as outlined in the original proposal will be reclaimed at the end of the award.

Subsistence rates should be recorded as a flat rate, per person, per day e.g. *3 people for 2 days @ £20 per day = £120.00*

5.2 Equipment

Any specialist equipment required to complete the initiative should be included here. Please note the above exception regarding generic equipment which could reasonably be expected to be provided by the collaborating institutions.

5.3 Consumables

Examples of items to be included under this heading are; stationary, conference packs, name badges etc. Publicity costs **should not** be included here.

5.4 Other Costs

All other costs should be included here. Examples of costs that could be considered as "other" are; one off technical training costs for the lead or named collaborating students; publicity costs; costs of bought in services such as web design.

Actual expenditure must be reported to the AHRC through a final expenditure statement at the end of the award and reconciled against the original costs as outlined within the proposal. It is recommended that any costs included within the proposal are as accurate as possible as there is no scope for supplementation of the award once it has been made. Please note that there is also no scope for increasing the total by any inflationary sum.

Section 6: Institution's Authorisation

Applications should be sanctioned by your Head of Department and supervisor of the lead student. If the Head of Department is unavailable, someone with appropriate authority within the institution should authorise the application by signing the form and stamping it with the institution's stamp.

In signing the form the institution agrees to abide by the terms and conditions of the scheme and to inform the AHRC of any changes. Where the application has specified a transfer of funds to another institution, the lead institution agrees to transfer funds, as specified.

If you have a proposed initiative in mind and would like to discuss if further please do not hesitate to contact us for an informal discussion.

Please send the completed application form with original signatures, plus three copies, to the AHRC before **4pm on 25 March 2010**. We cannot accept applications sent by fax or email, nor can we accept late, incomplete or unauthorised applications.

The contacts for the Beyond Text Programme are:

Professor Evelyn Welch (Beyond Text Programme Director)

Please contact Professor Welch if you have any queries regarding whether your proposal will fit the themes or aims and objectives of the Beyond Text Programme.

e.welch@qmul.ac.uk

Susanne Hart (AHRC)

Please contact Susanne Hart if you have any queries regarding applicant eligibility or the application process.

Tel 0117 9876633

Email s.hart@ahrc.ac.uk

Please send all completed applications to:

Susanne Hart
Creative and Performing Arts Team
Programmes
Arts and Humanities Research Council
Whitefriars
Lewins Mead
Bristol
BS1 2AE



Arts & Humanities
Research Council

Collaborative Research Training Scheme Beyond Text Programme Student-Led Initiatives

Terms and Conditions of Award

You and your institution are required to comply with the terms and conditions of your award as set out here. You should note that awards are made to the institution that countersigns your application, and not to you as an individual. The AHRC differentiates between your responsibility as the successful applicant, and the responsibility of the institution to which it makes an award. Both parties should therefore read these terms and conditions carefully and note that in submitting a proposal you are agreeing to abide by the AHRC's terms and conditions of award.

The AHRC reserves the right to:

- revise or amend the conditions of the award at any time
- suspend or terminate an award at any time or to seek reimbursement where the terms and conditions are not met.

In reserving these rights the AHRC will, where possible, seek to ensure that in the event of changes or termination, reasonable notice is given to the institution and award holder.

1. Responsibility of the successful applicant

It is your responsibility to deliver the student-led initiative as set out in your application form. The AHRC accepts that in the course of the programme there may be some amendments to the original specification of how the programme is to be conducted. However, it is your responsibility to try to ensure that the aims and objectives described in your application are successfully carried out. (See paragraphs 11–12 below for details of what to do if you have to make significant modifications to your proposed initiative.)

2. Responsibility of the institution

The host institution and lead applicant are responsible for:

- ensuring that the award is used for the purposes outlined in the application
- facilitating the development and delivery of the student initiative, including providing any necessary facilities which do not form part of the AHRC's contribution
- consulting the AHRC at the earliest possible date if difficulties occur which threaten the viability of the project
- administering the award, including any necessary co-ordination between collaborating institutions
- maintaining accountability for proper use of public funds
- ensuring that any funds unused at the end of the award period are returned to the AHRC

- ensuring that clear plans are in place to enable the training provision to continue after the period of AHRC funding ends
- ensuring that all relevant doctoral research students and their supervisors are made aware of the proposed initiative and encouraged to attend where appropriate
- ensuring that priority is given to AHRC-funded doctoral students in attending the initiative
- ensuring appropriate mechanisms are in place in all the collaborating institutions for evaluating and ensuring the high quality of the initiative.

3. Starting Procedures

If you are successful, you will receive a letter offering you an award, and informing you of the overall cash limit for the duration of the award. You will also receive a copy of the Terms and Conditions of awards and a Starting Certificate, which must be signed and returned before the award can be paid.

The start date shown on the starting certificate will be regarded as the start date of the grant. Submission of the starting certificate will also constitute acceptance of the grant. Submission of the starting certificate is required not more than 42 days after the start date. The grant may lapse if it is not started within this period.

4. Financial Responsibilities and Liability

Awards are cash-limited. The AHRC will provide notification of the total amount of award over the full period when the award is announced. There is no scope for supplementation of the award.

The AHRC will make all payments directly to the institution identified as the lead institution on the application form and each award to an institution will be individually identified.

These awards provide support for student initiative proposals that are accepted (on occasion with some modifications) by the AHRC. Any funds not required to meet specified objectives must be refunded to the AHRC.

The AHRC accepts no responsibility, financial or otherwise, for

- expenditure or liabilities arising out of the programme it funds, other than that specifically covered by the conditions of the award and which have been incurred during the period it covers
- any commitment incurred before an award is formally announced
- retrospective payments for work already done before the approved start date of an award
- any expenditure in excess of the approved award

5. Accounting

The AHRC reserves the right to have reasonable access to inspect the records and financial procedures associated with the initiative or to appoint any other body or individual for the purpose of such inspection.

The host institution must, if required by the AHRC, provide a statement of account for the award, independently examined by an auditor who is a member of a recognised

professional body, certifying that the expenditure has been incurred in accordance with the award's terms and conditions.

6. Changes to awards

The start date of the award will be noted on the offer letter and may not necessarily reflect the date of the initiative as outlined in your original application. Your offer letter will include an end of award date which will normally be two months after the initiative has ended. This is the date that your End of Award report must be returned to the AHRC. Should you or your institution wish to modify the date of any main event or the end date once you have been notified of an award, you must contact us **immediately** for approval. The AHRC may approve a delay of one or two months, but longer delays will be approved only in very exceptional circumstances. **Please note that the end date of the initiative can only be delayed beyond 31/05/2011 in exceptional circumstances.**

If approval is not given, and you still cannot keep to the original dates, then the award will be withdrawn..

You may encounter circumstances that require you to make significant modifications to your proposed initiative and its aims and objectives. In such cases you must first discuss the changes with your host institution and then obtain the prior approval of the AHRC before undertaking any modifications. If you fail to alert the AHRC to such circumstances or to seek approval for any changes to your proposed programme, this will be taken into account in the assessment of your End of Award report.

7. Virements

While awards are cash-limited, the AHRC does allow the virement of funds (i.e. flexibility to transfer items from one area of expenditure to another) between most budget areas of up to £150.00 without its prior approval. In such cases, you must use these funds effectively and economically and ensure that they are used only for admissible items, and that the prime objectives of the programme are not put at risk.

Requests to vire funds in excess of £150.00 must be made in writing to the AHRC including full justification for the changes before the virement can be approved.

The AHRC reserves the right to seek full justification for any virements.

8. Transfer of awards

If it is necessary to transfer the award to another institution before the award finishes (for example because the lead applicant moves institutions), the AHRC normally transfers the balance of the award subject to the agreement of the institutions concerned.

In such circumstances you must seek approval from the AHRC as early as possible, supplying written agreements from the institutions involved. Responsibility for ensuring the continuation of the programme for which the award was made remains with the original institution until such time as the transfer has been agreed by all parties concerned and until the date of transfer. The AHRC considers the original award-holding institution responsible for leading these negotiations and will not act as an arbitrator. The AHRC reserves the right to reclaim funds from the original award-holding institution if it has not met this condition of the award.

9. Ethics policy

The institution has an absolute responsibility to ensure that ethical issues relating to the

training programme are identified and brought to the attention of the relevant approval or regulatory body, and that approval to undertake the research is granted before any work begins. Ethical issues should be interpreted broadly and may encompass, among other things, the involvement of human participants in research, the use of animals, research that may result in damage to the natural environment, and the use of sensitive economic or social data. The institution must also ensure that research and training is free from conflicts of interest by those involved in the work.

10. Monitoring requirements

You must submit an End of Award report form and a final expenditure statement by the end of award date stated in your offer letter. An electronic copy of the form will be sent to you shortly after notification of the award. The preparation and submission of this report is your responsibility. Further applications to the AHRC for any funding scheme will not be accepted from an award holder whose End of Award report has not been submitted by the required deadline.

The report will include a self-assessment of the extent to which the original aims and objectives of the initiative have been met, details of any outputs that have resulted, and a breakdown of expenditure. Where there are any unused funds arising from the award, these should be identified in the report and the AHRC will reclaim the outstanding balance.

It is also a condition that you authorise the AHRC to disseminate information in the End of Award report by copying, microfilm, microfiche, electronic or other means. You should note that this procedure constitutes a form of publication.

Reports will be assessed as satisfactory or unsatisfactory. A report may be assessed as unsatisfactory if the initiative has failed to meet its key aims and objectives, if you fail to deliver the initiative as proposed in your application (taking any subsequent amendments into account), if it does not meet the terms and conditions of award, or if it does not meet the aims and objectives of the scheme or the aims, objectives and themes of the Beyond Text Programme as outlined in your original application.

11. Other requirements

You must provide, on request, a description of your initiative that may be included in any of the AHRC's publications.

Information on student initiatives, including monitoring reports, will be held on computer and may be disseminated by the AHRC by any means. For example, brief details of your award (including your name, institution, the project title and summary and the amount awarded) will be published on both the AHRC and Beyond Text websites.

As indicated in the Beyond Text Programme Specification, the AHRC will be holding a number of events under the Beyond Text Programme that award holders will be expected to attend. The lead applicant and co-applicants involved will be expected to make all reasonable efforts to attend any events to which they are invited and to present papers on their research when requested.

12. Presentation of publication or other output

Due acknowledgement of support received from the AHRC and the Beyond Text Programme must be made in any publication – printed or electronic – or any other public output, including exhibitions or performances, resulting from this project. **The AHRC reserves the right to reclaim the cost of the award if this condition is not met.** In the case of outputs that involve collaboration with other organisations, such as exhibitions where the publicity is provided by the gallery itself, you should ensure that all

parties are aware of the need to incorporate an acknowledgement of AHRC and Beyond Text support in all publicity material.

Information on how to use the AHRC's logo can be found on the AHRC website at <http://www.ahrc.ac.uk/FundingOpportunities/Pages/acknowledgementofsupport.aspx>. Alternatively you can contact our Communications Division at communications@ahrc.ac.uk.

For information on how to use the Beyond Text logo, please contact the Beyond Text Programme Coordinator, Ruth Hogarth at r.hogarth@qmul.ac.uk

13. Intellectual property

The ownership of any intellectual property arising from an initiative should be clear from the outset. The AHRC will assume that this will rest with the institution receiving the award, unless stated to the contrary.

14. Disclaimer and liability

The Research Councils accept no liability, financial or otherwise, for expenditure or liability arising from the research funded by the AHRC, except as set out in these terms and conditions, or otherwise agreed in writing. The Research Organisation is responsible in all respects for any research undertaken and its consequences.

These terms and conditions will be governed by the laws of England and Wales; all matters relating to the terms and conditions will be subject to the exclusive jurisdiction of the courts of England and Wales.

If any of these terms and conditions is found by a court or other legitimate body to be illegal, invalid or unreasonable, it will not affect the remaining terms and conditions which will continue in force.

These terms and conditions together with any additional conditions set out in the offer of award contain the whole agreement between the Research Council and the Research Organisation in relation to the stated award. The Research Council and the Research Organisation do not intend that any of these terms and conditions should be enforceable by any third party.

January 2010