CHASE Cohort Development Fund open call Guidance for applicants

Please read this guide carefully before planning your Cohort Development Fund proposal.

This guide is intended to assist you, as Principal Applicant, in completing the application form to apply for Cohort Development Funds. The guide should be read in conjunction with the call specification document.

Introduction

You are strongly encouraged to review current CHASE training as detailed on the CHASE website. Whilst you need not be constrained by the design of existing programmes, it should give you a sense of the kinds of programmes that have been awarded funding. It will also help you articulate how your programme is distinctive from what has already been delivered.

Feedback on draft proposals is available at any stage prior to the deadline. You are also welcome to contact CHASE with specific questions about the application process or your proposal at enquiries@chase.ac.uk.

The review process

Your completed proposal must be submitted to the CHASE administrative lead at your institution by the call deadline. You should notify your CHASE administrative lead at the earliest opportunity of your intention to submit and discuss your proposal with them prior to submitting.

Once submitted, your proposal will be reviewed by the CHASE Training and Development Group. You will either receive an award of funding or feedback on your proposal.

Terms and limitations of the scheme

1. Staff led proposals must involve at least two staff members from different CHASE member institutions.
2. Proposals will be submitted for training that is due to commence at least 4 months following submission. This allows time for proposals to be reviewed, and assuming approval, for the training to be promoted to students.
3. Registers for all events and an evaluation form must be returned to CHASE within 1 month of the conclusion of training activities. This information is required for reporting to the AHRC.
4. Staff with contracts of employment at CHASE member institutions are expected, per the terms of our AHRC grant, to contribute to Cohort Development Fund activities as part of their normal work. Honorarium payments can be offered to academics and facilitators 'external' to CHASE. The standard honorarium payment is £150 for delivering a lecture or contributing to a seminar or workshop discussion. It is understood that training requiring highly specialised knowledge or a longer time commitment will require a higher fee. Please note that some CHASE institutions no longer offer payment of honoraria – please check policy at the lead contact's host institution.
5. CHASE member institutions provide venues for training events as an 'in kind' contribution to CHASE. Catering is still charged. External venues can be used for training events where there is a rationale for holding the event at a particular venue and/or in a 'non-academic' environment. Venue charges in these cases can be charged to the Cohort Development Fund.
6. Doctoral researchers can be recruited to support the administration and delivery of training. These costs can be charged to the Cohort Development Fund. Please ensure that the duties assigned to these roles are suitable and achievable for doctoral researchers who will be employed on a casual contract; for example, doctoral researchers will not be able to process payments or access internal institution administrative systems. Please include a brief job description for any administrative support roles you intend to recruit as part of

your Cohort Development Fund award.

7. Proposals should include plans for the creation of online resources. These serve as training materials for those unable to attend and also as a legacy of training programmes. Online training resources will either be hosted on, or linked to, the CHASE Virtual Learning Environment

8. Award holders are expected to present at one of the regular CHASE Encounters conferences within the lifetime of the project and/or within 6 months of its completion, to ensure that the benefits

Support for Cohort Development Fund awards – from CHASE and from your institution

From CHASE:

- Organising promotion of your event(s);
- Reporting on training activities to the AHRC.

From your institution*:

- Providing access to the budget for your training;
- Assisting with logistics and practicalities, for example room bookings and catering orders;
- Carrying out 'right to work checks' for external staff making paid contributions to your training.

* The CHASE administrative lead at your institution is your first point of contact.

Completing the form

Question 1: The title for your proposal should give students a reasonable insight into the nature of the training, whilst also attracting the interest of students. There is, arguably, more training available than ever before for arts and humanities doctoral researchers, so you are competing for the time of doctoral researchers alongside other training opportunities and other commitments. Being clear about the nature and scope of your training at every stage will help.

Question 2: The name of the main contact person for the proposal. This is the person CHASE will contact at all stages of the application and subsequent training delivery process. CHASE does not, unless specifically requested, copy co-applicants into communications about training programmes.

Question 3: Please provide the email address that the main applicant monitors daily. Preferably this will be their institutional email address. We will use this email address to contact the main applicant and share important documents relating to the proposal.

Question 4: Only name colleagues that have had input into the design of the proposal. If the main applicant is a faculty member at a CHASE institution, you will need to name at least one faculty member from a different CHASE institution. If the main applicant is a student at a CHASE institution, you will need to name at least one other student, who can be at the same institution as the main applicant (although cross-institution collaboration is strongly encouraged). For student-led applications, either the main applicant or at least one co-applicant must be a CHASE-funded student. In addition, please also name colleagues not affiliated with CHASE where they have had input into the design of the proposal.

Question 5: Tick all training strands that your proposal will address. The main proposal text will further elaborate how the training addresses these strands. Your proposal should address at least one of these strands.

Please contact CHASE if you are not sure which strand best applies to your proposal.

Question 6: Provide an outline of your proposal, within the 500-word limit. Ideally, this outline will include an overview of each session within the programme and identify who will be leading each session plus giving the names and affiliations of people who will contribute. The outline should clarify the intended audience for the training (i.e. all arts and humanities researchers or those from specific disciplines). Any evidence that demonstrates the need for the training is welcome here. For example, the names of doctoral researchers who have requested the training or would be expected to register to attend. Does attending the training require any prior knowledge or skills? For multi-day programmes, will students need to attend the full programme or can they choose which sessions to attend? A list of learning outcomes should also be included.

Question 7: Provide a brief description of your proposal that could be used for the CHASE website or in an annual report to AHRC.

Question 8: Please list the learning outcomes that your training is designed to address. Learning outcomes should be directed at arts and humanities postgraduate researchers.

Question 9: Please indicate how many people will be able to attend your training. Where your proposal includes multiple events, please note the anticipated capacity for each event and confirm whether participants will be expected to attend all events or if they can choose which events to attend.

Question 10: The AHRC expects training funded by CHASE to be of value to holders of CHASE studentships. Additional capacity can and should be available to all arts and humanities PhD students at CHASE institutions, provided CHASE studentship holders are the primary target audience. Please provide details of the CHASE studentship holders that will be likely attendees of your training. Where you have discussed your proposed training with CHASE studentship holders, please feel free to include their names here. You are encouraged to consult the database of CHASE studentship holders, which is searchable by keyword, to help you identify this target audience.

Question 11: CHASE seeks to provide an inclusive training environment for doctoral researchers. Please comment on how your training supports this aim, either through its mode of delivery (e.g. considering online provision alongside or in place of in-person delivery) or through its subject matter. Please see the CHASE EDI statement.

Question 12: CHASE has adopted an Environmental Sustainability Statement covering various ways in which the DTP will minimize the environmental impact of its activities. Please comment on how you have considered the environmental impact of your proposed training with reference to the statement.

Question 13: CHASE training events should be designed with accessibility in mind at the outset. Considerations for different types of disabilities must be thoughtfully considered and incorporated into the training design. Please provide an outline of what considerations you have made to cover any accessibility issues.

Question 14: Where dates are known please provide these. If dates are not yet known, identify the time frame in which you anticipate delivering the training. It is possible to alter the dates/timeframe after the award of funding.

Question 15: We are asking applicants to set out contingency plans should it not be possible to hold the event in person. Please confirm whether you would seek to move your event(s) online, postpone until in person events become viable, or cancel the training.

Question 16: Confirm the full amount of funding you are requesting. You will need to provide a breakdown of costs for the next question.

Question 17: Provide as detailed a breakdown of costs as you are able to. If there is insufficient space on the form, please include your more detailed breakdown in your response to question 6 or email as an attachment to CHASE. A few things to consider at this stage:

- Students will most likely need accommodation for consecutive multi-day events. The cost of this will depend on the location of the training and you are advised to consult professional services colleagues when costing this component.
- For programmes hosted at CHASE institutions, please check standard rates for catering and preferred local accommodation with professional services colleagues.
- CHASE-funded students will claim the cost of travelling to training individually. These costs should not be included in your proposal.

- Staff with employment contracts (including support staff, technicians and similar) at CHASE institutions are expected to contribute to CHASE events as part of their normal work commitments. External staff can be paid at their agreed rate. If the cost of hiring staff is high you are advised to include a rationale for specific individuals' particular expertise in your proposal text.
- The standard CHASE honoraria rate is £150 per day. You can propose paying more to high profile, specialist staff. A rationale should be included for any honorarium proposed that is significantly higher than £150. As above, honoraria can only be paid to academics whose contract of employment is with a non-CHASE institution. Please note that some CHASE institutions no longer offer payment of honoraria – please check policy at the lead contact's host institution.

Question 18: You are ticking to confirm that you have secured the approval of your Line Manager to submit this bid.

If your proposal is approved, the funding will be accessed via the CHASE Administrative Lead at your institution. It is important to discuss your proposal with this person before submitting so they are aware of your planned activities and can advise on the budget and logistics for your training. The up to date list of CHASE Administrative Leads by institution is here.

Post submission

Once submitted, your application will be forwarded to CHASE by the CHASE administrative lead at your institution. Your application will then be reviewed by the CHASE Training and Development Group.