CHASE Cohort Development Fund call for training proposals (April 2024) Call specification

CHASE invites faculty members at CHASE member institutions to bid for funding to design and deliver training for arts and humanities PhD researchers at all stages of their research. The training will complement [existing CHASE funded training](#) activities by either:

- Providing training not currently available through existing CHASE training programmes.
- Providing training that builds on existing CHASE funded training to a higher level of expertise.

CHASE particularly encourages proposals that utilise the expertise and resources of our various [partner organisations](#). CHASE can help to make contact with these organisations to discuss possible collaborations.

The training can address any theme(s) but should normally be aligned with at least one CHASE strategic training priority:

- Language training
- Working with creative and cultural industries
- Digital humanities
- Public engagement
- Interdisciplinary research
- Career development

The remit of the Cohort Development Fund (CDF)

The CDF is available to fund training opportunities for arts and humanities researchers at CHASE member institutions. Training should be accessible to researchers at all CHASE member institutions. Whilst it is often practical to hold events in London, efforts should be made to utilise all campuses and locations within CHASE. Arts and humanities researchers are the key audience and should, therefore, participate in all aspects of events. You will be asked to provide learning outcomes for your proposed training and these should be formulated with PhD researchers in mind. Spaces on CDF supported training are also available to PhD researchers from other institutions where capacity is available.

Please note: CHASE welcomes proposals funded from two or more sources. Applicants should, however, note details of funding, requested or received, from sources other than CHASE.

Value for money and the CDF

The CDF can support projects at large or small scale, but any funding must deliver value for money and be justified by the projected outcomes of the training initiative. Here are some examples of projects previously funded:

Small scale (circa £1,000)

- One day workshops (CDF covering catering costs and an honorarium for an external speaker).
- Programmes of virtual events (CDF covering honoraria for external speakers).
- Small scale public engagement events (CDF covering catering and promotional materials).

Medium scale (circa £5,000)

- Multi, non-consecutive, day programmes (CDF covering catering and honoraria for external speakers).
- Two day workshop (CDF covering catering and overnight accommodation for participants and contributors).
- Practical workshops (CDF covering catering, Technician fees, and use of technical equipment).

Large scale (circa £10,000 or above)

- Multi, consecutive day, programmes (CDF covering catering, multi-night accommodation, and honoraria payments for external contributors).
- Research/training retreats (CDF covers full board accommodation, venue hire, and honoraria for external contributors).

Please note: this is a far from exhaustive list of examples, intended to give you a sense of scale of proposals in relation to budget size.

Equality, Diversity and Inclusion

Under CHASE's EDI action plan, the consortium seeks to support an inclusive training offer, both in terms of mode of delivery, and in terms of content. We ask that you bear in mind our [Statement on Equality, Diversity and Inclusivity](#) when designing your training.

Sustainability

CHASE seeks to minimise the environmental impact of its training and development activities, and to promote carbon literacy in its cohort. We ask that you bear in mind our Environmental Sustainability Statement when designing your training.

Accessibility

CHASE continues to assess the changing accessibility requirements of our cohorts. We recognise that

catering to every individual need may not always be possible, however, we require our trainers to carefully evaluate accessibility requirements in training design. At the minimum we expect training design to cover the option for short breaks, remote access and hybridization where feasible.

Eligibility

To apply you must:

- Either hold a relevant research or teaching faculty post at a CHASE institution;
- Have the permission of your Line Manager to plan and deliver the proposed training.

Essential requirements:

- Proposals must be supported by research or teaching faculty from at least two CHASE institutions;
- Provision must be in place to record the training for dissemination online;
- Provision must be in place to provide registration lists and evaluation documentation to CHASE promptly following training events;
- Proposals must have doctoral researcher training as their primary purpose, rather than proposing an event that involves doctoral researchers as a secondary element;
- Training materials must bear the CHASE logo and CHASE branding must be used wherever appropriate.

What can be charged to the Cohort Development Fund:

- Subsistence for all participants: overnight or multi night accommodation where appropriate to the aims and design of the training;
- Honorarium payments for trainers who do not have a contract of employment at a CHASE institution (please note that some CHASE institutions no longer offer payment of honoraria – please check policy at the lead contact's host institution);
- Venue hire costs, where the venue is not located at a CHASE institution (CHASE institutions provide teaching spaces free of charge for CHASE activities);
- All catering costs as relevant to the design of the training (please note that alcohol cannot be charged to the Cohort Development Fund;
- Filming, audio recording (for example for podcasts) and any other technical requirements necessary to record the content of the training;
- A planning meeting for the core organising team.

This is an indicative and not exhaustive list. Contact CHASE if you have any questions about particular costs.

You can contact the CHASE team for an informal discussion of your proposal: enquiries@chase.ac.uk

Apply

Please download the application form from the CHASE website. Your completed application must

be received by the CHASE administrative lead at your institution by midnight on 09 October 2023. CHASE administrative leads will forward all applications received by the deadline to the CHASE central team. Applications received by any other means or late will not be accepted.

Timeline

1. Call opens: April 2024.
2. Deadline for submissions to CHASE administrative lead at lead applicant's institution: 18th June 2024
3. Proposals reviewed by the CHASE [Training and Development Group](): July 2024.
4. Outcomes announced: by the end of July 2024.

5. Timeframe for 24/25 CDF activities: October 2024 – September 2025.