# PhD Fieldwork Grant

Application Package 2022–2023

[1 Guidance Notes](#Guidance)

[2 Application Form](#Application)

[3 Certification from Supervisor](#Endorsement)

**1 Guidance Notes**(page 1 of 2)

In January 2013, in response to the number of applications from postgraduate students, the Socio-Legal Studies Association (SLSA) Executive agreed to create a PhD fieldwork grant, with separate selection criteria, under the general umbrella of the grants scheme. The scheme's aim in both cases is to support work for which other funding sources are not available and to encourage socio-legal research initiatives in a practical way. We welcome and encourage applications from our membership for research funding in all areas of socio-legal studies. The following terms and conditions about awarding grants have been agreed.

**Terms and conditions**

* Applications will be considered only from those who are fully paid-up members (or registered as free student members) of the SLSA, wherever they live, by 31 October in the year of the application. It is the responsibility of applicants to check their membership status.
* The student must have completed their first year of PhD study (or part-time equivalent) before funding will be made available.
* No individual grant shall be made for more than £1,000.
* The application must be costed in pounds sterling, and any award will be by cheque in sterling.
* All fieldwork funded through this year’s competition must be scheduled for completion by **31 January 2024.**
* No student shall be awarded more than one grant in respect of the same PhD.
* No award may be made to a member of the Executive Committee of the SLSA.
* The Research Grants Committee will make an annual report to the Executive Committee about the number and quality of applications for awards and the awards actually made. A summary of the Annual Report will be published in the Newsletter.
* The scheme will be advertised regularly in the Newsletter and weekly e-bulletin.
* Brief feedback will be provided to unsuccessful applicants.
* Recipients of awards will be required to submit to the Newsletter a brief (250–300 words) summary at the start of their project and a full report (500–1000 words) on completion of their research. Full reports must be submitted no later than **30 September 2024** except in special circumstances and with the agreement of the newsletter editor and/or Chair of the Research Grants Committee. Failure to provide a summary or report will render the recipient ineligible for future awards.
* Recipients of awards will be required to acknowledge the fact of the award in any publication which stems from the research for which the award was made.

**Organization of awards**

Awards will be made by a sub-committee of the Executive Committee of the SLSA (the Research Grants Committee). If there is any conflict of interest such that a member of the Research Grants Committee feels that they are unable to reach an unbiased decision about an application they shall withdraw whilst the decision is made about that application.

#### Guidance Notes(page 2 of 2)

#### Considerations to be taken into account by the Committee

In making awards the Research Grants Committee shall consider *inter alia* the criteria set out on the Application Form which are summarized as follows:

* Clarity of the aim/s and objective/s of the research.
* Originality, innovativeness and importance of the research.
* Methodology (including coherence with aim/s and objective/s, practicability, and, if applicable, ethical considerations).
* Budget.

All postgraduate student members of the SLSA are eligible to apply for funding, although clearly the SLSA does not have the resources to meet the potential funding needs of all postgraduate research students. As a matter of principle, all potential postgraduate students are strongly encouraged to ensure that their funding is secured before embarking on research degrees. However, the SLSA may be able to meet the cost of small-scale fieldwork projects conducted by postgraduate students, where applicants have exhausted the possibilities for obtaining funding from their own institution or any other relevant sources. The SLSA would not normally fund fieldwork for postgraduate students funded by Research Councils where the fieldwork is integral to the PhD.

The Grants Scheme covers costs for ‘research’ only, which excludes costs for teaching buy-out.

**Privacy**

The data supplied to the SLSA on these forms will be used solely for the purposes of processing your grant application, informing you of the outcome, and making any relevant payments. The names, institutional affiliation, amount awarded, and title of project, of successful applicants will be recorded on our website (see <https://www.slsa.ac.uk/index.php/past-grantholders>). We will also check the SLSA membership database for your current membership status. Our legitimate basis for processing your data under article 6 of GDPR is the performance of a contract. Any queries or data access requests should be addressed to admin@slsa.ac.uk in the first instance.

#### How to apply

* Applications must be made using the ‘Application Form’ and ‘Endorsement Form’ provided below.
* Applications must be completed in not more than TWO A4 pages (pp 2 of 3 and 3 of 3 of the Application Form). Any application that exceeds such limit will NOT be considered.
* The annual deadline for applications is 31 October and this deadline will be STRICTLY enforced.
* The Application Form, Supervisor’s Reference and certification from the supervisor that no other funding is available from the institution, should be submitted electronically ONLY by way of attachment/s to an email to admin@slsa.ac.uk.
* It is the responsibility of the applicant to cost their proposal clearly and precisely (or as best as possible). Costing particulars should have specific headings for all parts of the claim.
* Decisions will be made no later than **31 January 2023** with a view to the completion of the research project by **31 January 2024**.
* Grants normally will be paid to and administered through the institution in which the successful applicant is employed. The Grant will not cover institutional overheads.

**Enquiries:** Any enquiries about the scheme and application process should be addressed to admin@slsa.ac.uk.

# PhD Fieldwork Grants 2022–2023

Applicants should read the foregoing ‘Guidance Notes’ before completing the Application Form

#### 2 Application Form (page 1 of 3)

|  |  |
| --- | --- |
| **NAME/S OF APPLICANT** |  |
| **Postal address** |  |
| **Email address** |  |
| **Telephone** |  |
| **Institution at which enrolled for PhD** |  |
| **How is your PhD funded?** |  |
| **Summary of academic career** |  |
| **Sum requested** |  |
| **Other sources of funding applied for/obtained for the fieldwork** |  |
| **PhD registration date** |  |
| **End-of-registration date** |  |
| **Date of application** |  |
| **I confirm** [*delete as appropriate*] | I am/ am not a fully paid-up member (or registered postgraduate member) of the Socio-Legal Studies Association by 31 October in the year of the application. |

**REFERENCE FROM SUPERVISOR**

A reference from your supervisor must be provided, either together with the application or sent direct to the Chair of the Grants Committee before the deadline.

|  |  |
| --- | --- |
| **Name of Academic Supervisor** |  |
| **Postal address** |  |
| **Email address** |  |
| **Telephone** |  |
| **Present appointment & employer** |  |

The deadline for applications and accompanying documentation is **31 OCTOBER** and this deadline will be strictly enforced. All accompanying documentation must be received with the application. Completed forms should be sent to admin@slsa.ac.uk.

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PhD Fieldwork Grants 2022–2023

**Application Form** (2 of 3)

*The substance of the application must be completed in not more than TWO A4 pages (including the current page) and should be in a font of no less than 11 point. The headings and margins provided must be used, though you are free to determine the spaces between headings within the TWO-page limit. Any application that exceeds the TWO-page limit will NOT be considered.*

### Description of Research and Intended Outcomes

Title of Project:

### Please set out the aim/s and objective/s of the research:

1. **Please describe the extent to which the research is original, innovative and important (including reference to the existing literature):**
2. **Please describe the methodology (which should be coherent with the aim/s and objective/s, practicable, and, if applicable, include ethical considerations). (If the application relates to a research visit please provide a schedule of arrangements, interviews and personnel):**
3. **Please set out the budget (which should be a reasonable assessment of specific costs, representing value for money. Any transcription costs should be based on a professional estimate (and will not normally be paid for interviews which have already taken place) and the extent to which this is covered by existing funding:**

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Reminder: the substance of your application form (pp 2–3) should not exceed TWO pages.

**End of Application Form (3 of 3)**

**3 Certification from supervisor**

APPLICANT'S NAME:

This is to certify that the above-named applicant a postgraduate student registered at [*Institution*]:

In my capacity as Supervisor, I endorse the SLSA PhD Fieldwork Application. I certify that no other funding for the fieldwork costs applied for is available from the institution. I agree that, if successful, the Grant will be administered through my institution with no deduction for overheads.

|  |  |
| --- | --- |
| **Name of person providing endorsement** |  |
| **Postal address** |  |
| **Email address** |  |
| **Telephone** |  |
| **Present appointment & employer** |  |

SIGNATURE (typed signature acceptable):

DATE:

**This certification should accompany the Application Form which the Applicant is required to email to the Chair of the SLSA Research Grants Committee by 31 October. Please return this Form to the Applicant in due course. Please note your reference can also be emailed directly to** admin@slsa.ac.uk **by 31 October.**