****

# PhD Fieldwork Grant Scheme

Application Package 2024–2025

## Guidance Notes

The Fieldwork Grant Scheme's aim is to support fieldwork for which other funding sources are not available and to encourage socio-legal research initiatives in a practical way. The Socio-Legal Studies Association (SLSA) welcomes and encourages applications from PGR members for research funding in all areas of socio-legal studies.

**Note: applications to the scheme are considered only from those who are fully paid-up PGR members (or registered as free student members) of the Socio-Legal Studies Association, wherever they live, on 31 October in the year of the application.**

## Terms and conditions

* Applications will be considered only from those who are fully paid-up or free registered PGR members of the SLSA.
* The applicant must have completed their first year of PhD study (or part-time equivalent) before funding will be made available.
* No individual grant will exceed **£1500**.
* Decisions will be made no later than **31 January 2025**. All fieldwork funded through this year’s competition must be scheduled for completion by **31 January 2026**.
* Applications cannot be made to retrospectively cover work already undertaken. Grants can only cover work scheduled to be carried out after the award is announced (i.e. from February 2024).
* The application must be costed in, and any award will be made in, GBP (£).
* A PGR member shall be awarded no more than one grant in respect of the same PhD.
* No award may be made to a member of the Board of Trustees of the SLSA.
* The Research Grants Committee will make an annual report to the Board 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 *Socio-Legal Newsletter* a brief (max 200 words) summary at the start of their project. In addition, on completion of their research no later than **30 September 2025 –** except in special circumstances and with the agreement of the Newsletter Editor and/or Chair of the Research Grants Committee – recipients must submit a final report (max 300 words) for publication in the *Socio-Legal Newsletter*; OR contribute a blog to the SLSA Blog (max 1000 words); OR submit a video for the SLSA YouTube channel. Applicants should liaise with the Grants Subcommittee Chair and the Newsletter Editor about their reporting choice.
* If the above condition is not fulfilled (i.e. the applicant does not provide a report on the project) then the SLSA will approach the applicant’s institution to seek a refund of the award. Furthermore, the applicant will be barred from applying for future grants until the report is provided.
* Grant recipients will be required to acknowledge the fact of the award in any publication which stems from the research funded by the award.

## Organization of awards

Awards will be made by a sub-committee of the SLSA Board (the Research Grants Committee). If a conflict of interest arises, the relevant member of the Research Grants Committee will not participate in the decision about that application. If, in the opinion of the Research Grants Committee, there are insufficient appropriate applications to justify allocating the full sum available in the fund, then the Committee will make only such awards as it considers appropriate.

## 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); and
* Budget.

The SLSA will award funding 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. Funding will not normally be provided for the support of conference attendance (unless such attendance is itself integral to a research project) or the subsidizing of postgraduate or other course fees. The PhD Fieldwork Grant Scheme will not cover costs for teaching buy-out, institutional overheads, or applications solely for funding conferences/seminars, which fall within the scope of the SLSA Seminar Competition fund.

## Privacy

The data supplied to the SLSA in the application process will be used solely for the purposes of processing your grant application, informing you of the outcome, and making any relevant payments. The name, institutional affiliation, amount awarded, and project title of successful applicants will be recorded on our [website](https://www.slsa.ac.uk/index.php/past-grantholders) and in the *Socio-Legal Newsletter*. We will 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 provided below.
* The ‘Description of Research and Intended Outcomes’ section of the application must be completed in no more than TWO A4 pages in not less than 11-point font. If this section exceeds the two-page limit the application will NOT be considered.
* The strictly enforced annual deadline for applications is **31 October**.
* The Application Form and accompanying Supervisor Certification should be submitted by email to admin@slsa.ac.uk.
* Applicants are asked to cost their proposal clearly and precisely (or as best as possible). Costing particulars should have specific headings for all parts of the claim.

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

# Application Form

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

|  |  |
| --- | --- |
| NAME OF APPLICANT and SLSA CONTACT ID |  |
| Postal address |  |
| Email address |  |
| Telephone |  |
| Institution at which enrolled for PhD |  |
| How is your PhD funded? |  |
| Sum requested |  |
| Other sources of funding applied for/obtained for the fieldwork |  |
| PhD registration date |  |
| End-of-registration date |  |
| Date of application |  |
| I confirm | [Applicant] is a fully paid-up member or free registered postgraduate member of the SLSA.  |
| Voluntary disclosure [provide if desired/applicable or delete]*Providing this information is voluntary. Doing so will not impact your chances of being awarded funding but will help us to target extra funding to precariously employed members.* | [Applicant] is employed on a precarious (non-permanent) basis or is not currently employed by an HEI. |

## SUPERVISOR CERTIFICATION

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

In my capacity as Supervisor, I endorse this SLSA PhD Fieldwork Application. I certify that no other funding for the fieldwork costs applied for herein 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 Academic Supervisor |  |
| Postal address |  |
| Email address |  |
| Telephone |  |
| Present appointment & employer |  |
| Signature |  |
| Date |  |

**Description of Research and Intended Outcomes**

**Reminder:** This section of the application must be completed in no more than TWO A4 pages in not less than 11-point font.

1. Title of Project:
2. Aim/s and objective/s of the fieldwork:
3. Describe the extent to which the research is original, innovative and important (including with reference to existing literature):
4. Describe the research methodology (which should be coherent with the aim/s and objective/s, practicable, and, if applicable, include ethical considerations).
5. Describe the fieldwork plans, e.g. a schedule of arrangements, interviews, participants involved.
6. Budget (should be a reasonable assessment of specific costs, representing value for money. Any transcription costs should be based on a professional estimate):
7. Describe the extent to which any costs related to this fieldwork will be covered by existing/additional funding: