

MHRA

Modern Humanities Research Association

MHRA CONFERENCE GRANT FUND

The Modern Humanities Research Association intends to make up to five grants of up to £1,500 each to support conferences or colloquia within the field of medieval and modern European languages and literatures (including English) planned for the academic session 2009-10 and held in the United Kingdom or the Republic of Ireland. These awards will not be made to individuals to attend conferences, but to the organizers of conferences to provide assistance with organizational support and/or the travel and subsistence costs of certain participants, including postgraduate students. The grants are deliberately intended to complement the British Academy British Conference Grants scheme for the MHRA field of interest and, while some guidelines for eligibility necessarily duplicate those of the Academy, others differ in some respects. As the scheme is necessarily experimental in its first years of operation, the MHRA Committee reserves the right to vary the following guidelines in the light of applications received.

Purpose of grant

The main purpose of conferences or colloquia supported must be the dissemination of research, and the planning of a coherent refereed publication deriving from the meeting will normally be a prerequisite of a successful application. The overriding criterion for an award will be the perceived academic value of the meeting in competition with others. Grants will be awarded in respect of meetings held in the period 1 September 2009 – 31 August 2010. Applicants will be expected to have planned their event in advance by the time of the closing date, and to have obtained primary funding from their university institution. Applicants are required to disclose all other sources of funding, such as the British Academy, but funding from other sources will not in itself be seen as a weakness in an application. Both major international meetings and smaller-scale specialist colloquia, including one-day events, will be considered on their academic merits. Applications will not be considered for less than £500. The maximum award is £1,500.

Eligible subject areas

The Modern Humanities Research Association exists to encourage and promote advanced study and research in the field of the medieval and modern European languages and literatures. English and the Slavonic languages are included in this definition. History, library studies, education and pedagogical subjects, and the medical application of linguistics, are excluded.

Eligibility of applicants

Applications will only be accepted from the conference organizer(s), who will normally hold an established permanent academic position at a university in the British Isles. Postgraduate students are not eligible to apply. Awards in the present competition will be made only in respect of meetings planned in advance for the period stated. Successful applicants will be notified in the spring of 2008.

Eligible costs

Grants may be used for administrative expenses where justified. They may be used as a contribution towards the travel, accommodation and maintenance expenses of bringing speakers from within the British Isles or from overseas to conferences held in the British Isles. Priority may be given to younger scholars, postgraduate students, retired scholars, and participants from countries with weak currencies. Honoraria or other fees or payments to speakers are not eligible for support.

Grants are not available for lecture series, or seminar series, nor for events that form part of an institution's teaching or training programme. Grants are regrettably not available to support events that are wholly or primarily intended to give postgraduate students an opportunity to present their research, either as an event convened for mutual support and interest, or in a training environment. The regular annual conferences of major subject associations or learned societies on a variety of topics will not normally be eligible for support. All applications must demonstrate a financial case for support. Grants are not available for meetings that are projected to make a profit.

Application and assessment procedures

It is envisaged that there will be one competition per year. Applicants are required to select one referee and ensure that the supporting statement from their referee reaches the Honorary Secretary of the

MODERN HUMANITIES RESEARCH ASSOCIATION

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Registered Charity Number 1064670

MHRA by the closing date. An application cannot be considered for an award unless the proposal and the reference have been received on or before the closing date for the competition. The Committee of the MHRA will establish a specialist sub-committee to assess applications, which will be treated in strict confidence pending the outcome of the competition.

Payment of grants

It is hoped that successful applicants will be advised by 15 April 2009. Payment of grants awarded will be made three months before the scheduled date of the conference or colloquium. Before payment, grantees will be required to sign a statement to confirm that there are no substantial changes to the original application, to indicate any additional sources of funding obtained and their purpose, and to undertake to supply full original receipts for disbursement of the grant immediately after the conclusion of the meeting.

NOTES FOR APPLICANTS

Completion of the application form

Applications must be made on the form provided. You should answer every question in the space provided, although it is recognized that at this stage full details may not be available in every area of enquiry. Your completed form should aim to give the assessors as complete an overview as possible of the academic scope and intention of your planned meeting, bearing in mind that your application will be considered in competition with others from different fields within the area of medieval and modern languages and literatures.

*Please type/word-process throughout. If it is wholly unavoidable that the application be handwritten in parts, please ensure that you use black ink, and write clearly (applications may be deemed ineligible if they are presented in an illegible manner, or are illegible when photocopied). Applicants may, if they wish, paste word-processed text on to the printed application form; or they may reproduce the entire form in a convenient word-processing package, provided that the layout and content of the printed version are followed exactly. Please use a minimum of **10 pt font size** for your answers to the questions. Please note the length of this form is four sides of A4 (excluding references). Applicants are requested to respect the regulations regarding font size and length. Applications that fail to meet the regulations will be returned.*

- §1 Applications should have one lead applicant, who should generally be the principal conference organizer and in an established university position.
- §2 All correspondence will be sent to the named individual at the address specified on the form.
- §3 Please give the title, location, dates and (where applicable) organizing body of the conference or colloquium. Please indicate whether the meeting is one of a series, or a one-off event.
- §4 Give the expected numbers and international scope of participants, and indicate whether the event is open to all or restricted to invited specialists.
- §5 Please state the amount requested from the MHRA, to the nearest full pound (maximum £1,500).
- §6 Please list both the main speakers and any others for whom support is sought, and give the titles or broad subject-area of their papers. If any of the speakers will make a particular additional contribution to the conference other than delivering their paper, please indicate. **Please asterisk** or otherwise clearly identify the names of those for whom grant support is sought in this application.
- §7 Applicants are asked to provide a summary of the aims and objectives of the conference, together with any further details that may be relevant, such as its history (if one of a series), particular timeliness or significance of the theme etc.
- §8 Please provide a breakdown of the conference budget in pounds sterling. Sample budget heads are provided, but they may not all be applicable. Please complete as appropriate. Please provide details of *all* expenditure and income for the conference as far as possible.
- §9 **Please asterisk** or otherwise clearly identify any item for which grant support is sought in this application, and explain and justify why MHRA support is requested. Grants may be applied to cover the costs of travel, accommodation and maintenance of speakers. Please clearly itemize here the costs for which funding is sought, against each relevant named speaker. Priority may be given to younger scholars, postgraduate students, retired scholars, and participants from countries with weak currencies. Fees paid to speakers are not eligible for support. Grants may also be applied to assist with administrative expenses: full details must be given, as known at the time of the application.
- §10 Please provide details of other support given or applied for in connection with the current proposal. The MHRA has no objection to its grants being held in conjunction with awards from

other bodies, provided that there is no duplication of expenditure. Successful applicants will be required to keep the MHRA informed of the outcomes of any other applications.

- §11 The MHRA attaches importance to the dissemination of research. It is expected that publication in some form will normally result from the meeting, although this fund is not intended to assist publication directly. Assessors may take into account how far the plans for publication or other dissemination have been developed.
- §12 Your referee should be able to give an informed view of the conference or colloquium, and assess its likely impact on the subject area. Your referee should not be directly involved with any aspect of the conference, and should be drawn from outside your own employing institution. References from scholars based outside the British Isles are acceptable.

Assessment criteria: *Assessors will evaluate the proposal on the basis of its academic merit, taking into account the scholarly importance of the proposed conference or colloquium, its likely impact upon the subject area, the focus of the programme and theme(s), the contribution to be made by the speakers, and intended outcomes. Assessors may also pay attention to issues such as the presentation of the application form and value for money. It should be understood that, especially in the experimental first year of the scheme, a competition between conferences planned for many different areas within the field of medieval and modern languages and literatures will necessarily result in disappointment for some excellent applications.*

- §13 Please sign and date your application form. In some cases, institutional authorization may be required to validate the application. Please check with your Research Office whether this is the case. Please note that signing the application form constitutes confirmation that the information provided is complete and accurate, and acceptance of all terms, conditions and notices contained in the Notes for Applicants. Subsequent discovery of any deliberate falsehood will automatically render the application null and void. If an award has been made, the MHRA may require a full refund.

What to do next

Please complete sections 1 and 2 on the reference form and send it, together with a copy of your application, to your referee. The reference should be returned directly to the MHRA by the closing date. It is **your responsibility** to inform your referee of the closing date for the relevant competition, and to ensure that the reference is submitted by the due date. Applicants are advised that an application cannot be considered for an award unless the reference has been received by the closing date. **Please allow your referee sufficient time to write his/her report.** Faxed references are not accepted, as they cannot be photocopied satisfactorily. Any reference arriving by fax will be immediately disposed of.

Please send **seven identical copies** of your application to the Honorary Secretary, MHRA, at the address shown below. It is strongly recommended that you attach a stamped and self-addressed postcard for acknowledgement of receipt of your application. Applications will not otherwise be acknowledged, and the MHRA cannot accept responsibility for applications that go astray in the post. Applicants are advised to retain a copy of their application for their own records and to ensure that the relevant officer in their employing institution has a copy (where applicable).

Please note that emailed or faxed applications are not acceptable. Any documents arriving by either of these means will be disposed of immediately and will not constitute an application, nor are they acceptable as a 'place-holder' pending the arrival of a completed original application. Application forms must include the original signature of the applicant, and of the relevant officer at the institution if institutional authorization is required. **The original application form must reach the Honorary Secretary, MHRA, at the address stated by 5 pm on the closing date in order for the proposal to be considered, and no exceptions will be made to this rule.**

Outcome of application

Please note applicants will be notified of the outcome of their application approximately three months after the closing date. Results are issued by letter only, and cannot be given over the telephone.

Applicants in any doubt about their eligibility or any other aspect of their application are advised to contact the Honorary Secretary, MHRA, who will be pleased to assist.

Professor David Gillespie
Honorary Secretary
Modern Humanities Research Association
Department of European Studies and Modern Languages,
University of Bath,
Bath BA2 7AY
(d.c.gillespie@bath.ac.uk), telephone (01225-385404)

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CONFERENCE GRANTS

Tel: 01225-385404
email: d.c.gillespie@bath.ac.uk

Confidential

Conference Grant Fund

Please ensure that this form, when completed, does not exceed four sides

Office use only

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Closing date: 31 January 2009

1. Applicant

Surname	
Forename	
Title (Dr, Professor, etc.)	
Date of birth	
Male <input type="checkbox"/>	Female <input type="checkbox"/>

2. Address for correspondence

Postcode	
:	
Tel no:	
Email:	

Present appointment and employing institution

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Role in conference organization

--

3. Conference details

Title of conference or colloquium

--

Location

--

Date

From:

To:

--	--

Organizing body

--

Is this conference part of a series or a one-off meeting?

--

4. Participation

How many scholars are expected to attend?

--

How many papers will be given?

--

How international will the participation be?

--

Is attendance by invitation, or is the meeting open to all?

--

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5. Grant requested

Please state the sum requested to the nearest full pound

£

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6. Conference programme, listing participants

Please list the speakers it is proposed to invite, as known at the time of the application, giving their title (Dr, Professor etc.), name, present appointment, title of paper, and proposed length of stay. Please **asterisk** or otherwise indicate the names of those for whom support is sought in this application, adding, if appropriate, a brief justification of the reason for applying for support for those indicated.

7. Summary of conference

Please summarize the aims and objectives of the conference or colloquium and give any further details about the meeting and its importance.

8. Conference budget

(a) Expenditure

<i>Item</i>	<i>Amount</i>
Speakers	
Catering/accommodation (per delegate, per day)	
Room/equipment hire	
Administration costs, including secretarial/temporary staff (please specify)	
Printing and publicity (including conference packs)	
Student bursaries (value per bursary/number to be offered)	
Other (please specify)	
Total expenditure	£

(b) Income

<i>Item</i>	<i>Amount</i>
Conference fees	
Full delegate fee £ <input type="text"/> No. of delegates at full fee (projected) <input type="text"/>	
	Total income from full delegate fees £
Reduced fee £ <input type="text"/> No. of delegates at reduced fee (projected) <input type="text"/>	
	Total income from reduced delegate fees £
Grants from other sources (please give totals for each grant here, and itemize in Section 10)	
Other	
Total income	£

9. Details of grant requested from the MHRA

Please itemize costs

<i>Item</i>	<i>Total Amount</i>
Speakers' travel (please give name of speaker, town/city of departure, and fare)	
Speakers' accommodation (please give name of speaker, no. of nights at conference, and cost per night)	
Speakers' maintenance (please give name of speaker, no. of days at conference, and cost per day)	
Administrative expenses (please give full details and justification)	
Total grant requested	£

10. Other applications

Please give details of applications to other bodies for financial support. Please state the outcome where known and indicate the purpose for which any grants would be used.

Fund/organization	Amount requested	Purpose of grant	Result (or date expected)

11. Publication plans

Please give details of the plans for publishing, in any form, the papers presented at the conference.

12. Referee

Please note that your referee should be drawn from **outside** your own institution.

Name:

Post/Dept:

Institution:

Important note: Results will be issued approximately **three months after the closing date**.

I confirm the information provided in connection with this proposal is complete and accurate, and I accept all terms, conditions and notices contained in the Notes for Applicants.

13. Signature and date

Applicant's signature

Date:

Institutional authorization (if required; see note §13)

Signature

Name
(please print)

Position
(please print)

Date:

Please send the completed form to: Professor David Gillespie, Honorary Secretary, Modern Humanities Research Association, Department of European Studies and Modern Languages, University of Bath, Bath BA2 7AY

**Modern Humanities Research Association
Reference Form**

**Conference Grant
Confidential**

Closing date: 31 January 2009

Referee: Please complete in typescript and return the form to the Honorary Secretary, Modern Humanities Research Association, Department of European Studies and Modern Languages, University of Bath, Bath BA2 7AY. Email references are acceptable and should be sent to d.c.gillespie@bath.ac.uk (**please remember to include a grade**). Faxed references are, regretfully, not accepted. It would be much appreciated if you could ensure that your reference arrived by the closing date for the competition indicated above. Please send your reference form only, and do **not** send a copy of the application. Thank you.

1. Applicant:

2. Referee:

Please give your comments on (a) the scholarly importance of the conference or colloquium; (b) the likely impact on the subject area; (c) the focus of the conference programme and theme(s); and (d) the scholarly standing of and contribution to be made by the named speakers. Please also select a grade.

(a) importance: Negligible / Low / Moderate / High / Exceptional (*please delete as appropriate*)

Comments:

(b) impact: Negligible / Low / Moderate / High / Exceptional (*please delete as appropriate*)

Comments:

(c) focus: Absent / Weak / Reasonable / Strong / Outstanding (*please delete as appropriate*)

Comments:

(d) speakers' standing/contribution: Negligible / Low / Moderate / High / Exceptional (*please delete as appropriate*)

Comments:

Overall grading: please tick grade selected, or delete those that do not apply (see below for definitions)

A+ A A- B R

Signature

Date

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Definitions of grades: **A+** an excellent application, top priority for support; **A** a very good application, high priority for funding; **A-** a good application, to be supported if funds allow; **B** an application with good aspects, but reservations either about the proposed programme of research, or the applicant's abilities; **R** not recommended for award.

The policy of the MHRA is to maintain strict confidentiality, unless the referee **explicitly** consents to the disclosure of his or her identity. Please indicate below if you are willing for your reference to be disclosed. Otherwise, confidentiality will be preserved and, where necessary to protect your identity, the content of your reference will not be revealed to the applicant.

I am willing for my reference to be disclosed to the applicant Yes No