

## **British Academy Early Career Researcher Network: Development Fund Guidance and Application Forms for ECRs**

The [British Academy Early Career Researcher Network](#) brings together ECRs across the humanities and social sciences disciplines, regardless of their funding source or background.

As a British Academy Early Career Researcher Network (BA ECRN) member, you have access to the Development Fund, which is a fund that is beneficial to your professional and personal development. The Development fund has two main streams:

**Stream 1** – Funding to organise an event, roundtable, meeting, training, or workshop for the Early Career Researcher Network.

**Stream 2** – Funding that can be used towards conference, training and workshop fees, which are taking place outside of the BA ECRN, or costs to cover membership fees for a professional association.

**This document outlines the procedure of how members can access the funding. Please ensure you have read the document carefully and understand the procedures in place.**

All Development Fund requests must be completed as the following.

- *All Development Fund requests must be requested through the Development Fund forms below.*
- *All forms need to be completed and submitted by the Early Career Researcher Network member.*
- *Completed forms should be sent to the BA ECRN team at [ecr\\_network@thebritishacademy.ac.uk](mailto:ecr_network@thebritishacademy.ac.uk).*
- *Once the form has been submitted you will be notified of the outcome within 5 working days. Kindly refrain from sending multiple emails about the same request to give the team a chance to get back to you.*

If you have any questions that are not covered in this document, please do not hesitate to contact the BA ECRN team at [ecr\\_network@thebritishacademy.ac.uk](mailto:ecr_network@thebritishacademy.ac.uk).

### **Stream 1 – Funding to organise an event.**

Stream 1 provides British Academy Early Career Researcher Network members funding to organise and facilitate an event, which can be thematic, subject/ discipline based, community engagement, knowledge exchange or for Networking and does the following;

- *Brings BA ECRN members and others together to share ideas, knowledge and learning.*
- *Provides a space for intellectual discussion.*
- *Helps to facilitate collaborations opportunities.*
- *Enables an opportunity for Networking.*

Network members can access up to **£3000** to organise and host an event, roundtable, meeting, training, or workshop for the Early Career Researcher Network. Please see the requirements below.

**Please note all requests are subject to approval by the BA ECRN team.**

**You will need to receive written confirmation from the British Academy Early Career Researcher Network team you're your request has been successful before you can proceed with organising the event.**

**The event cannot have taken place prior to submitting your request.**

#### **Funding requirements**

- *The event MUST be for the British Academy Early Career Researcher Network and attended by British Academy Early Career Researcher Network members.*
- *The event must take place in the UK and in ONE of the current Hub areas or in London.*
- *Non -British Academy Early Career Researcher Network members cannot make up more than 10% of the BA ECRN members.*
- *The fund does not cover travel and or accommodation costs for non- British Academy Early Career Researcher Network attendees.*
- *All promotional material MUST use the British Academy Early Career Researcher Network branding and guidance.*
- *The event MUST be promoted through the British Academy Early Career Researcher Network Ticket Tailor Event booking platform and the BA ECRN team will support with this.*
- *The BA ECRN team will send out the post event survey for the event and share the feedback.*

#### **Eligible costs**

- *Event space.*
- *Catering and refreshments (Tea, Coffee, Water, Light snacks, Lunch).*
- *Av (projector, screen, laptop, tech support on the day, microphones).*
- *Printing costs (meeting handouts).*

- *Speaker fee (up to £500).*
- *Flipcharts.*
- *Illustrators.*

**Ineligible Costs**

- *Software or hardware.*
- *International event, speaker, or travel costs.*
- *Costs for dependants or spouses to attend events.*
- *Research costs.*

**Travel and/ or Accommodation expenses**

The British Academy Early Career Researcher Network can cover travel and/or accommodation costs for BA ECRN members, speakers and facilitators and event organisers to attend the event through the general BA ECRN budget. All requests need to be done through the Travel and Accommodation expenses form and sent to the BA ECRN team. **Non- BA ECRN members attending the event will NOT have their Travel and/or Accommodation costs covered to attend the event.**

**Support and Division of Labour of ECRs, Hub Leads and Institutional leads and British Academy ECRN team**

The below outlines the support and division of labour for the ECR, Hub or Institutional lead and the BA ECRN team.

Please note Network event can be organised for ECRs in a specific Hub or for ECRs in the whole Network.

- For events that can be attended by any BA ECRN members, the BA ECRN team will support the ECR with the organisation and planning of the event.
- For Events that are just to be attended by ECRs in a specific Hub, the Hub leads will support the ECR with the planning and organisation of the event.

	<b>ECRN Member</b>	<b>Hub or Institution lead</b>	<b>BA ECRN Team</b>
<b>Division of Labour</b>	<ul style="list-style-type: none"> <li>- Complete and submit Event form.</li> <li>- Lead on content of event.</li> <li>- Put together event brief used to advertise and promote event.</li> <li>- Contact event speakers and attend event.</li> <li>- For in person events, take the registration of the event attendees on the day and send the information to the BA ECRN team after the event.</li> <li>- event.</li> </ul>	<ul style="list-style-type: none"> <li>- Promote the event through the Hub.</li> <li>- Agree roles and responsibilities with ECR for the event and the support they can provide.</li> </ul>	<ul style="list-style-type: none"> <li>- Review and notify ECR of request outcome.</li> <li>- Promote the event via the BA ECRN Ticket tailor platform and Online Community platform.</li> <li>- Cover the expenses of the event.</li> <li>- For online events, create the Zoom link and provide tech support on the day.</li> </ul>

			<ul style="list-style-type: none"> <li>- Send out post event survey and share feedback with ECR.</li> </ul>
<b>Support</b>		<ul style="list-style-type: none"> <li>- Support the ECR to complete form.</li> <li>- Support the ECR to plan and organise event.</li> <li>- Support ECR to promote the event in the Hub.</li> <li>- Attend the event if possible.</li> </ul>	<ul style="list-style-type: none"> <li>- Attend event if possible.</li> </ul>

**Stream 1 Form**

<b>Unique ID</b>			
<b>Name</b>			
<b>Institution</b> <i>(if applicable)</i>			
<b>Hub</b>			
<b>Contact details</b>			
<b>Event name</b>			
<b>Event brief</b>		<i>Provide a description of the event</i>	
<b>Event Programme</b>		<i>Provide an outline of the programme of the day</i>	
<b>Event date</b>		<b>Event time</b>	
<b>Event Location</b> <i>(highlight in Yellow as appropriate)</i>		<b>Online</b>	<b>In person</b>
<b>Event audience</b>		<b>Regional</b> <i>(e.g., only Midlands ECRs)</i>	<b>Network wide</b>
<b>Event type</b> <i>(highlight in Yellow as appropriate)</i>		<b>Roundtable</b>	<b>Training or Workshop</b>
<b>No. of speakers</b> <i>(Including Chair and speakers)</i>			
<b>Amount requested</b> <i>(up to £3000)</i>		<i>Provide a breakdown of your budget request</i>	
<b>Support request</b>		<i>What support do you require to plan and organise the event?</i>	

## FAQs

Q. Do you have a practice example of the form you can share so I know have included everything?

A. Unfortunately, we do not have a practice example to share. We just request for the form to be completed so we get a better understanding of the event you want to deliver.

Q. When does the event need to take place?

A. Within 12 months of applying for the funds.

Q. How will the funds be distributed?

A. The British Academy Early Career Researcher Network will pay the event costs directly to the suppliers, after receiving a letter headed invoice.

Q. Will the British Academy Early Career Researcher Network be able to fund my event if it is an in-person event?

A. Yes, the British Academy Early Career Researcher Network can help cover any reasonable costs for your event. Please note this will be decided on a case-to-case basis.

Q. Can I discuss my event with my Hub or Institutional Leads before submitting my Event Request Form to the British Academy Early Career Research Team?

A. Yes you can discuss your event with your Hub or Institutional Leads before submitting your form.

Q. Can I invite Researchers who are not members of the Network?

A. Yes you can, however all events organised by the British Academy Early Career Researcher Network must be open to all members from the Network. Please note this will be decided on a case-by-case basis.

Q. Can the Network cover travel and accommodation costs for co-facilitators, speakers, fellow and any attendees for my event?

A. The Network can cover travel and accommodation costs for event facilitators, speakers, fellows and any ECRs attendees from the Network.

Q. Can the Network cover travel and accommodation for international speakers at my event?

A. No, the Network can only cover expenses for UK travel and accommodation as the Network is UK based.

## **Stream 2 – Funding Opportunities Professional and Development Opportunities outside of the Network**

All British Academy Early Career Researcher Network members can access up to **£200** towards attending a conference, training, workshop in the UK, being organised outside of the Network, or cover Professional Association membership fees.

This funding can only be accessed ONCE every two years by active Network members, which means you will need to have attended at least three Network events a year (online or in person) to access this funding.

The opportunity must be in the UK.

In the first instance you will need to cover the costs of the opportunity and then be reimbursed by the British Academy Early Career Researcher Network.

All requests must be completed through the table below and returned to the British Academy Early Career Researcher Network team at [ecr\\_network@thebritishacademy.ac.uk](mailto:ecr_network@thebritishacademy.ac.uk)

**All requests are subject to approval by the BA ECRN team.**

**You will need to receive written confirmation from the British Academy Early Career Researcher Network team that your request has been successful before you can proceed with covering the expenses for the opportunity.**

**The opportunity cannot have taken place prior to submitting your request.**

### **Eligible costs**

- *Funding to cover conference, workshop, or training fees in the UK, outside of the BA ECRN.*
- *Funding for travel and accommodation to attend a conference, workshop, or training in the UK, outside of the BA ECRN.*
- *Funding to cover Professional Association membership fees.*

### **Ineligible costs**

- *Costs for International travel, conferences, workshops, or training.*
- *Costs for dependents and Spouses.*
- *First class travel or flights.*
- *Taxis.*
- *Hardware or Software.*
- *Books and Research materials*

**Stream 2 Form**

<b>Unique ID</b>	
<b>Name</b>	
<b>Institution</b> <i>(if applicable)</i>	
<b>Hub</b>	
<b>Contact details</b>	
<b>Type of Opportunity</b> <i>(training, workshop, conference fee or professional association membership fees)</i>	
<b>Details about the Opportunity</b>	<i>Provide a description of what the opportunity entails</i>
<b>Website details of Opportunity</b>	<i>Provide any weblinks regarding the opportunity</i>
<b>Opportunity date</b>	
<b>Event Location</b>	
<b>Amount Requested</b> <i>(up to £200)</i>	
<b>Impact to your professional and personal development</b>	<i>Provide detail on how this opportunity will impact your professional development</i>

## FAQs

*Q. Do you have a practice example of the form you can share so I know have included everything?*

*A. Unfortunately, we do not have a practice example to share. We just request for the form to be completed so we get a better understanding of the event you want to deliver.*

*Q. Can I use the funds to cover costs for a colleague?*

*A. No, the costs can only be used to cover expenses for the BA ECRN member.*

*Q. How and when will I be reimbursed?*

*A. Once you complete the expenses claim form and return with receipts the British Academy Early Career Researcher Network will process the reimbursement which will take up to 14 working days to reach your account.*

*Q. Can the funds cover international costs?*

*A. No, the costs can only be used to cover expenses in the UK.*

*Q. How many times can I apply for the funding?*

*A. You can apply for Funding once every two years and you will need to have attended a minimum of three events per year to be eligible to apply for the funding.*