



# UACES RESEARCH NETWORKS APPLICATION PACK

## About

UACES Research Networks are intended to bring together UACES members to work on a range of topics that fall under the umbrella of European Studies. Our [existing varied networks](#) highlight the diversity of research taking place within European Studies.

From 2023 onwards, UACES is changing the way in which it manages and funds Research Networks. They will no longer be subject to 3-year time limits and instead will be set up with the intention of continuing their work until either the network members, or UACES, deems that the time has come to dissolve the group. NB: Any network that has been funded in the past will need to re-apply for funding following the procedure laid out below.

Networks will be granted **£2500 of start-up funds** to allow them to launch the networks and fund the first year of their activities. This funding must be used within the first 12 months of the network's existence.

There will be an additional pot of money available to all Research Networks to fund network activities including in-person and virtual events. This pot will have a yearly spending limit and will be allocated via an application and assessment process. Previous funding allocations will be taken into account when assessing applications. Larger networks that include more UACES members will be eligible for larger amounts of funding.

UACES, Idea Space, 83 Lavender Hill, London, SW11 5QL. UACES is a Charitable Incorporated Organisation registered in England & Wales. Registration no. 1163773. Registered address as above.

Applications to run networks can be submitted once per year, with a deadline of 30 September. Successful applicants will be informed by mid-November each year. The UACES committee will assess the network proposals. Up to 2 new networks will be selected each year.

UACES welcomes proposals for networks covering any aspect of Contemporary European Studies.

See below for more detailed guidelines on each stage of the network application and organisation process.

## How to Form a New Research Network

UACES welcomes proposals from members to form new networks. There will be 1 application deadline each year which will fall on 30 September.

Applications will be considered by the UACES committee at their October meeting and network proposers will be informed by mid-November about the outcome of their application.

To apply to run a network you will need to provide a proposal of no more than 4 pages outlining:

- i. The name of the proposed network
- ii. The names of at least 2 convenors who must be UACES members. *NB: If there are more than 2 convenors, we would like to see a mixed gender team. We want to encourage diversity and inclusion in European Studies and would like to see this reflected in the structure of the network*
- iii. A clear outline of the network's purpose and intellectual rationale (including how it will add to the UACES community, increase members' access to research, and develop the discipline of European Studies)
- iv. A list of potential members of the network (there must be at least 5 including the convenors)
- v. A clear workplan and budget for the first 12 months of the network (to include how the start-up fund of £2500 would be spent)

- vi. An indication of more long-term plans, if the network's first year is successful
- vii. A commitment from the intended coordinator of the Research Network or suitable Higher Education Institution (HEI) officer to administer the financial aspects of the network. *NB: we cannot make reimbursements to individuals, see pp. 5-6 for more information.*

The application will be assessed on:

- i. The contribution of the network to the discipline of European Studies
- ii. The inclusive nature of the network
- iii. The quality and viability of plans for the first year
- iv. The value-added to UACES (ie is there already a similar network, or does this bring something new to the Association?)
- v. The long-term viability of the proposed network

## Running a Network

If your proposal for a new network is accepted, you will find out by mid-November. Network convenors should then begin planning their first year of activities.

Network convenors will initially run the network for a term of 3 years and during this time they will act as the main contact between UACES and the network and will ensure that the Network adheres to UACES's requirements. They will also be key to growing the network and communicating with its members.

At the end of their 3-year term, new convenors will be sought for the network (see p. 6).

## Requirements for Networks

Networks are required to be active throughout the year and do the following as a minimum:

- i. Maintain a membership of at least 5 (can include the convenors)
- ii. Organise at least 1 event per year (this can be virtual)

- iii. Produce at least 3 blog posts per year to be published via the UACES blog site Ideas on Europe
- iv. Propose either a themed track or at least 2 panels for the UACES annual conference (the deadline for proposals is in January each year)
- v. Maintain an active social media presence
- vi. Use UACES Research Network branding in all communications
- vii. Network members and convenors must adhere to UACES's policies and code of conduct.
- viii. Submit an annual report by 15 February each year (following the first full year of activity) detailing the network's activities and confirming a list of its members.

## The Role of UACES in Supporting Networks

UACES will provide the following support for Research Networks:

### Start-up Funding

In the first year of a network's existence, there will be up to £2500 of start-up funding available. If this is not used by 31 December in the year after the network was selected, then the funds will revert to UACES and will not be available for the network (eg if a network is awarded funding in November 2024, then it must use its start-up funding by 31 December 2025).

### Additional Funding

From the second year onwards, networks can apply for additional funding to assist with organising events or attending conferences (including the UACES Annual conference).

There is one deadline per year for additional funding, which is 30 September. The pot for additional funding is limited, and it is possible that not all networks will receive additional funds each year.

The amount of available funding is dependent on the number of **UACES members** that are part of a network. Whilst non-members can participate in network events and activities, it is therefore advantageous to encourage them to join the Association.

<i>Number of UACES members who are also member of the network (can include convenors)</i>	<i>Amount of additional funding available in a calendar year</i>
5-10	Up to £1000
11-15	Up to £1500
16+	Up to £2000

Funding can be used to fund the following:

- Speakers' fees
- Venue hire
- Daytime catering (incl. lunch and coffee breaks)
- Hotel costs
- Transportation Costs
- Costs related to visas for attendees who require them

Any other costs not mentioned above cannot be funded. Networks are welcome to seek support from other sponsors and this will not prejudice their access to UACES funding.

## How to claim funding

Our funding is for the network, rather than any particular institution, and the burden of responsibility for

meeting any obligations falls upon the network coordinators. This also means that the funding is transferable; if the coordinator changes institution, the funding moves as well. We would also expect that any individuals working on these kinds of activities should be doing so with the support and knowledge of their institutions.

Our funding is a reimbursement of expenses, which we refund against receipts or an invoice (with copies of the original receipts). It is our expectation that UACES will be refunding an Institution; with the Institution responsible for settling individual claims.

## Other Forms of Support

- UACES has a Zoom account which we can make available to Research Networks to organise virtual events.
- UACES will host a network webpage on the UACES website which can include additional subpages if needed
- UACES has an Events Officer who can assist convenors in organising and promoting events
- UACES has a Digital Communications Manager who can assist with setting up social media accounts and a blog on Ideas on Europe and can provide training in how to use social media and blogging effectively. The Digital Communications manager will also manage the network's webpage which will be hosted by UACES.
- UACES can also support other multimedia outputs like videos and podcasts. UACES can add the content on their YouTube channel and SoundCloud channel and can also help with production.
- UACES will help with promoting Calls for Papers for Research Network panels or tracks at the UACES annual conference.
- Provision of space in the UACES newsletter to share network news.

# What happens when a convenor's term comes to an end?

When a convenor reaches the end of their term, or wishes to step down from the network, and this results in fewer than 2 convenors in post, this will trigger an election of a new convenor.

The new convenor can be chosen from within the network or the wider UACES membership. If a non-UACES member wishes to stand for election, they can, but they must join UACES if they are successful. UACES can assist with running a fair electronic election via our election tool – please contact us at [admin@uaces.org](mailto:admin@uaces.org).

## Dissolving a Research Network

There may come a time where either UACES, or the network convenors, decide that a network is no longer viable. If the network convenors decide to dissolve the group, they will need to write to UACES giving 2 months' notice of their plans and an explanation for why the group is no longer viable.

UACES can also take the decision to dissolve the network unilaterally. There are several scenarios in which a network would be deemed no longer viable for UACES's support:

1. A network convenor's terms comes to an end, leaving the network with 1 or no convenors. If there are no eligible candidates to replace them, the network will be dissolved.
2. A network is deemed to be inactive because it is not fulfilling one or more of the expectations set out on page 2 of this document.
3. Membership of the network has fallen below 5 people (including the convenors).
4. A network, or network member has breached UACES's policies or code of conduct.

If UACES takes the decision to dissolve the network this will be communicated as soon as possible to the network convenors and members by the Executive Director. The communication must clearly state why UACES has decided to dissolve the network.

The decision can be appealed. Any appeal must be made in writing to the Executive Director within 1 month of the dissolution notice. The appeal must demonstrate that the network has not contravened the requirements detailed in on pages 3-4 of this document. Appeals will be looked at by the UACES officers and a decision will be taken within 1 month of receiving the appeal.

## Apply

To apply, send a proposal to: [admin@uaces.org](mailto:admin@uaces.org). The deadline is **30 September** each year. We will acknowledge receipt of your application by return email.

Please make sure that you have read and understood the Requirements of Research Networks, the assessment criteria, details of the funding and have made yourself aware of what we require in an application before submitting your proposal.