Disciplinary Training Event Fund (DTEF)

Guidance Notes

Revised May 2023

1. INTRODUCTION

The Scottish Graduate School of Social Science (SGSSS) is committed to providing high quality advanced training (AT) in research methods and disciplinary fields to our postgraduate students. We do this in the following ways:

Stream	Training element
Advanced Methods	Advanced Training 12 sessions held monthly across Scotland informed by TNA results
	Summer School 3 days of advanced training with multiple sessions for students to select from
	Spring into Methods Interdisciplinary workshops run in partnership with SGSAH
Disciplinary Training	Disciplinary Training Event Fund (DTEF) Funds training gaps identified by disciplines/subject areas
	Hub Festivals 2-day events, that bring 'hubs' of pathways/subject areas together to consider the role of social sciences

The Disciplinary Training Event Fund (DTEF) supports the delivery of advanced and specialist disciplinary training, where a pathway/colleagues can make an argument that their event offers something new and useful. This is evaluated as new and useful if it is advanced compared to the core training received at Masters level both in terms of research methods and substantive content. The DTEF should be used to cover travel, accommodation and the related logistical costs involved in running events for all participants. The DTEF aims to deliver the highest quality advanced training to postgraduate students in Scotland

through producing a year-round calendar of events. <u>The fund is not to be used for core training delivered through Masters level modules, or to provide standard training that higher education institutions deliver to their PhD students.</u>

While the application process for DTEF training is open to all colleagues, we ask that applicants notify Pathway Convenors and Hub Leads when they submit their application to SGSSS.

2. Types of Training

New training

We warmly welcome proposals for new training that has not been delivered within disciplines before while also continuing our support for regularly-run disciplinary events that are well received by students. We welcome innovative/cutting edge training and encourage event proposers to have a discussion with us prior to submitting applications for such new events.

Cross-pathway proposals

We especially encourage pathways to put forward cross-disciplinary event proposals, jointly conceived events that will meet the needs of students across a number of SGSSS disciplines or Hubs. This enables the community-building effect that students often value to be spread beyond their own discipline and another subject area. Many methods topics will also be attractive to multiple disciplines and running events across disciplines will reduce duplication as well as giving students from different disciplines the chance to learn from one another. We also welcome events proposed jointly by disciplines that explicitly address the equality and diversity agenda to support students in their studies.

Online learning

We are committed to developing online learning resources for all our students and invite event proposers to consider how their event might be suitable as a contribution to this. In some instances, it might be possible to film or record presentations on the day of the event. Alternatively, it might be possible for the event speaker to create a short podcast of particular aspects of the training

for us to make more widely available, alongside associated learning materials. We realise that it will not always be possible to incorporate an online learning dimension to the event, however we strongly support attempts to do this as part of our commitment to provide training opportunities and resources accessible to all Social Science PhD students in Scotland.

3. Eligibility

HEIs not currently in the DTP

We welcome proposals from our 4 partner HEIs who currently are not involved in pathways. This extends to colleagues in institutions within the DTP but whose specific discipline is not eligible to hold studentships (for example, Anthropologists working at Glasgow). If a proposal comes from an institution who does not have a Pathway Rep or Convenor, then the relevant Hub AD should be notified when submitting (see: https://www.sgsss.ac.uk/about-us/)

All events should be available to 1+3 and + 3 students or equivalent (for example, non ESRC funded students should be fully included).

Student-led proposals

We welcome student-led proposals and have a separate competition for this purpose, which runs to the same deadlines as the DTEF. Please refer to Social for guidance or email team@sgsss.ac.uk. We want to offer training that will meet the advanced training needs of our students in Scotland and are very happy to work with students towards that goal.

How much can be applied for?

The overall fund is £20,000 p.a. and we anticipate that we can offer up to that for the full 6 years for which the DTP has been funded. The normal maximum amount that can be applied for will be £2,500.

On the DTEF application form, we require a breakdown of how the requested funds will be used. Student travel should be budgeted for (see note below – *Event size and Expenses)* and note that ESRC funded students should use their RTSG to attend.

For events that actively involve more than one discipline in the planning and delivery of the event, aim to attract students from a range of disciplines, and are two days or longer, the maximum funding limit has been raised to £3,500. These applications will need to detail the pathways involved (still with one lead Pathway and one lead institution for administration purposes) and how disciplines are working together to organise the event. Please contact us in advance if you are considering an application of this type.

Potential room hire costs are expected to be waived by the hosting HEI.

What activity will be supported?

The DTEF will support disciplinary advanced training, cross-disciplinary training, transferable skills/knowledge exchange/public engagement training and events that explicitly engage with the equality and diversity agenda in social science research.

There is no cap on the number of applications that can be submitted by a discipline although a high-quality threshold will be applied to all requests. Funds will be allocated to quality DTEF proposals that meet the terms of funding described in this guidance.

Event Size and Travel Expenses

All students are able to claim travel expenses to attend SGSSS events if the event is more than 30 miles from their home institution. ESRC award holders are expected to use their RTSG fund.

We expect event organisers to process travel expenses locally (noting that ESRC funded students can use RTSG), this should be reflected in your budget.

4. How will the process be managed?

The competition launches on the 13th June 2023. Applications should be with us by 4pm on the 28th July 2023. Successful applicants will be informed by mid-end August 2023 with the events taking place between October 2023 – August 2024. The SGSSS website will be kept up to date with all our training events.

Please use the notes below to help guide you through the DTEF process:

Timeline	June 13th
	2023/24 competition launched
	July 28th
	Deadline for applications to the 2023/24 DTEF
	By mid-end August
	Decisions made and communicated to applicants

1. Applications are reviewed by the Deputy Director – Training and Associate Director – Methods Hub. Their decision is then approved by the SGSSS Director. This process is completed within 3 weeks of the application deadline.

2. Successful applicants are expected to write up a description of the event, if possible including the preliminary programme which can be advertised to students. The students will want to know what they sign up for!

3. SGSSS sets up a registration system for each approved event to allow for attendance booking, monitoring and data collection via Social. **We must have all DTEF events run through Social to facilitate the running of events and also collating the data we require for these funds.** We will also update the Social website and publicise the event through external channels, as appropriate to the event and in collaboration with the event organiser who is also expected to undertake active dissemination of their event through their networks.

4. Event proposer runs the event, reimburses participants including students' travel costs (note ESRC students should use RTSG) and covers any local costs. **The SGSSS can only receive one invoice from one institution for the event.**

5. Event proposer submits a list of attendance within two weeks of the event – this can be a scan of the sign-in sheet.

6. Event proposer submits a post-event evaluation form and an invoice for the SGSSS contribution as per the agreed limits on the Award letter. Please use the Purchase Order number on the invoice that you were

provided with when the event was agreed to help us track our events. **We must have the invoice submitted within 2 months of the event date.** **We will not be in a position to reimburse funds for invoices received later than this.**

7.   We then process invoice and transfers funds. **Invoices cannot be processed without an event evaluation.**

If you have any queries about this new guidance, or wish to discuss a planned event, please email the team at team@sgsss.ac.uk

Event proposals are made through

5. Examples of events suitable for DTEF

The DTEF is available to offer advanced training that speaks directly to the needs of students in a disciplinary field. This may include advanced methods. It should not cover anything that would feature at Core Training: either in terms of methods; or in terms of disciplinary or substantive content.

Events that are of interest to students from many pathways could be offered through the Hub Festivals or through Summer School and we are keen to hear ideas, please get in touch at team@sgsss.ac.uk
For example: NVivo; Media Training; How to Publish; Pathways to Impact

There have been 3 broad kinds of event that have been successful described below to help colleagues gain clarity on what makes a suitable DTEF event. Below a synopsis of these 'typical' events is an example budget.

Event 1
Education: Social Welfare Hub
Educational Reform in Scotland. An event co-hosted by practitioners and academics, with a keynote from the Scottish Minister for Education or senior Scottish Government official. A series of sessions within this day-long event will focus on substantive changes to the policy field in the last 2 years, and consider the grand challenges facing Scottish Education over the next period.
1 day, Education pathway only max budget £2500

Event 2
Psychology: Economies, Mind & Technologies Hub
Advanced Training in MatLAB: As one of the few disciplines to use this software, the training will be open to all psychology PGRs though other students may attend if they intend to use the software. The training will draw strongly on data and emergent knowledge around Artificial Intelligence and will be run in conjunction with the new CDT based at the University of Glasgow
2 days, Psychology pathway predominantly, max budget £2500

Event 3
Politics: People and Place Hub
Emerging from the Field: This training is focused on several aspects of returning from intensive or overseas field work. It is ideal for students who have researched in overseas locations where they used a language other than English, where they have spent more than 3 months 'away' and particularly where research has taken place in a conflict zone. The training is available to any student who qualifies and as well as Politics and International Relations students this may attract Social Anthropologists, Geographers and those in Language-Based Area Studies. The training will take place over 3 days and will include sessions on writing up ethnographic data; building resilience through writing; managing difficult emotions; Using Bourdieu's notions of habitus to acclimatise home.
3 days, genuinely inclusive of multiple pathways, max budget £3500

Example Budget

This budget is indicative of how funds could be spent and should not be considered as a mandate. Footnotes have been used to explore the parameters of what we would normally expect. Do reach out to team@sgsss.ac.uk if you have any questions about the following, or if you'd like to discuss an exceptional format.

Expected cost of event (based on above student numbers, cost of event per student) and basic budget breakdown (estimated catering, room hire, speaker costs, accommodation, student travel and other costs). Please provide sufficient information for us to be able to assess the value for money of your application.

Cost of Venue Hire[1] - £300
hire for 2 days of conference suite in a major urban library and with direct access to their archive
Catering - £450
includes lunch, morning and afternoon coffees for 2 days for 30 students (cost £15 per student).
Includes access to water throughout both days.
Academic Leads –£250
3 course hosts are based at Scottish HEIs and their time is given as part of the SGSSS Memorandum of Understanding as a full partner.
1 course host is travelling from the University of Sheffield, to offer additional expertise and widen networks - includes travel using public transport and 2 nights in a hotel.
Student Accommodation - £1000
Assumed that only 20 will require accommodation, and will start the first day at 10:30 to allow travel on that day, so just one night required. Have negotiated a £50 per person deal at local budget chain hotel.
Student Travel - £500[2]
Assumed that only 20 students will travel more than 30 miles at an average round trip cost of £25 per person. We ask SGSSS to processes the travel expenses.

Total Budget sought: £2500

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[1] To keep costs manageable, we would normally expect events to be hosted on HEI premises, and to have free room use. Where a case can be made to travel somewhere outside of a host HEI (for example a course on Curating in Economic and Social History based at a major Library with room hire costs), then include the venue costs here.
[2] Travel and accommodation expenses can be incurred by any student travelling more than 30 miles from their home institution. ESRC award students should always use their RTSG.