# Spring into Methods: Guidance Notes 2023

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## 1. Overview

The Scottish Graduate School for Arts & Humanities (**SGSAH**) and the Scottish Graduate School of Social Science (**SGSSS**) are collaborating on *Spring into Methods* to commission **interactive**, **interdisciplinary** and **innovative** research, knowledge exchange and impact methods training for our PhD researchers.

The *Spring into Methods* programme brings together arts, humanities, social science, and other academics from across the UK to offer sessions providing in-depth approaches to learning specific research methods for up to a maximum of 10 hours.

SGSAH and SGSSS invite proposals from members of staff in any affiliated HEIs to provide this training which will be offered, both/either online and face-to-face. To increase accessibility, we ask for highly interactive proposals delivered either online, in person, or a blend of both (hybrid). We aim to fund 6-8 training proposals (see budget).

Our emphasis is on interactive, interdisciplinary and innovative sessions that demonstrate both expertise in methods training and leadership to involve early career researchers in delivery. Our main audience is doctoral researchers from arts, humanities, and social science, but our emphasis on interdisciplinarity means we encourage applications from other disciplines, e.g. academics affiliated with the [SOCIAL Centre for Doctoral Training in Socially Intelligent Artificial Agent](#)s and [SICSA](#), the Scottish Informatics and Computer Science Alliance.

There will be two routes for applications:

**Route A:**
Proposals should outline how they would deliver in depth approach to a specific *research method*. Previous examples include: Advanced Interviewing and Oral History, Doing Feminist Research, Thinking Through Race and Anti-Racism and Decolonial Methods

**Route B:**
Proposals could consider developing shared *approaches to grand challenges across disciplines* through a problem solving 'hackathon'. Topics could include e.g., cost of living crisis, climate emergency. Alternatively, proposals in this route could also capture *advanced general skills and methods* through topics such as research integrity, intellectual property or impact at scale.

We recommend you read our guidance notes (with suggestive formats) before submitting your application to ensure that the proposal meets all requirements.


## 2. Planning the Event

- The event(s) should take place between Monday 10th April and Friday 26th May 2023 (avoiding holidays including Easter weekend of 7-10 April 2023, Eid 21-22 April and Spring holiday on Monday 1 May 2023).
- Considering the diverse needs of potential attendees, the programme should be no more than 10 hours spread over an accessible timescale, e.g., 4 x 2-hour sessions online; 4 hours online/4 hours face-face; or 2 x 5-hour face to face.
- At least one Early Career Researcher (doctoral researcher or ECR on fixed-term research contract) should be included (but not as organiser) in the development and delivery of

materials. See Budget for funding of ECRs.
- SGSAH and SGSSS will coordinate the administration for each event, including the application process, advertising, participant selection, communication and evaluation.
- Please consider the maximum number of participants based on the method of delivery, level of interactivity and engagement throughout. We recognise that digital delivery may increase opportunities for participation in some cases.
- Risk assessments should be completed for all in-person engagement.

## 3. Budget

The budget for development, design and delivery of each proposal is:
- Fully online: up to £1,500
- Hybrid / Fully in-person: up to £2,500

For in-person sessions, you should budget on a minimum of 10 and maximum of 25 attendees.

Eligible Costs
- Materials / resource development
- Doctoral/ Early Career Researchers to support delivery and preparation of materials up to £250 per half-day
- Catering costs for participants and organisers (in-person)
- Travel expenses/ overnight accommodation for organisers (in-person).

In-Eligible Costs
- Room hires, as we expect the host HEI to waive these costs
- Fees for tenured staff who are involved in development and delivery of the event, as we cannot make an additional payment to their salary
- Administration costs (SGSAH and SGSSS will coordinate the application process, advertising, participant selection, communication and evaluation).

## 4. Total that can be applied for

The total budget for each event as detailed above. We require a clear breakdown of how the requested funds will be used on the *Spring into Methods* application form, including any materials, and daily or hourly rates for assistance by fixed term ECRs or doctoral researchers. We aim to fund 6-8 events in total that meet the requirements described in this guidance.

Please note, participants will be able to apply to their graduate school /DTP/ CTD for reimbursement of travel, accommodation, further subsistence for in-person events.

## 5. Further Guidance on planning training event

Proposal should clearly articulate which route they are applying for:
- Route A: In depth approach to a specific research method
- Route B: Addressing grand challenges, linked to UN Sustainability Goals, across disciplines using advanced general skills and methods or a hackathon style approach.

We require details on how the proposal will provide in-depth training of value to doctoral researchers across the arts, humanities and social sciences or where these intersect with other disciplines. As well as interdisciplinary, training should be innovative and highly interactive, providing participants with an opportunity to share their own work and engage with others. Please make sessions as accessible as possible to students of different experiences/expertise; this might be achieved by providing pre-session materials or being explicit about prerequisite skills.

We encourage events which may include an **external partner** (such as a third sector organisation) in the delivery of training, where this is appropriate.

Once the training has been commissioned, doctoral researchers across the UK (irrespective of their funding) will be invited to apply. The selection process will aim to balance students attending from across SGSSS and SGSAH with those from other CDTs, and DTPs across the UK. Doctoral researchers outside Scotland are free to attend but must seek funding for travel and expenses from their home HEI or graduate school.

## 6. Delivery Model

Whilst we hope and expect in-person training to be possible, we welcome proposals that are delivered online, or those that offer a combination of online and in-person engagement. Irrespective of approach, we greatly encourage a combination of synchronous engagement, including group/break outs opportunities for students to engage with others, and asynchronous engagement that enables students to work at their own pace.

The proposal should articulate how the training will be made available to all SGSAH and SGSSS researchers by contributing to the repository of online learning resources. Resource contributions could include: video recordings of presentations, podcasts, reading lists, templates or other learning materials.

## 7. Potential Topics for Spring into Methods 2023

We are keen to encourage proposals that present new ideas that demonstrate **innovation**, **international** significance, or **interdisciplinarity**.

Route A. Selected previous topics have included:

- Building research methods on principles of equality, diversity and inclusion
- Decolonising Methods
- Methods and Climate Crisis
- Feminist research methods
- Posthumanist or more-than-human research
- Rethinking 'vulnerability' in participatory research

Route B. Possible themes could include, but are not limited to:

- Cost of living crisis
- Climate Emergency

- Artificial Intelligence
- Future of Mobility

We are happy to receive applications for events that have been held in previous years where evidence is provided of the event's success and planned updates based on feedback.

## 8. How will the process be managed?

Proposals should be submitted by **3pm on Friday 3 February 2023.**

Applications will be reviewed by a panel drawn from across the SGSAH and SGSSS directorates or their nominees, with input from SOCIAL CDT and SICSA if appropriate. You will be notified of the outcome by the week commencing **13 February 2023.**

## 9. What happens if you are successful?

1. Successful applicants will be issued an award letter and required to confirm their intention to proceed. At this point, we will ask for a short description of the event, including programme details for advertising purposes.

2. SGSAH and SGSSS will publicise the events through their communication channels. Organisers are also welcome to use their own means of communication with doctoral researchers, provided it points to the central application system provided by SGSSS/SGSAH.

3. SGSAH and SGSSS will manage the application process for each event and will launch a call for applications from doctoral researchers. We aim to include an equal number of arts, humanities and social science participants at each training event. Following student selection, SGSAH and SGSSS will set up registration systems to allow for attendance booking, monitoring and data collection. Where demand exceeds places, we will run and manage reserve lists.

4. Students will be informed if their application is successful in the week commencing **13 March 2023.** We will communicate full attendance to event organisers at this time.

5. The named lead organiser will manage the running of the event and is responsible for submitting an attendance list within two weeks of the final session of the event.

6. The lead organiser is responsible for submitting a post-event evaluation form and an invoice for the SGSAH/SGSSS contribution, as per the agreed limits in the award letter. The SGSAH/SGSSS can only receive one invoice from one institution for an event.

Please use the reference number on the purchase order included in your award letter. Invoices will only be paid on receipt of evaluation forms and must be submitted by **Monday 3 July 2023**. Invoices received after this date may not be reimbursed.

7. SGSAH/SGSSS will process invoices and transfer funds.

If you have any queries about a planned event, please email the team at team@sgsss.ac.uk or enquiries@sgsah.ac.uk.

## 10. Timetable

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| Friday 16 December 2022 | Finalise updated guidance |
| Monday 9 Jan 2023 | Launch call for SiM workshop proposals and advertise through website, twitter and networks |
| Friday 3 Feb 2023 | Deadline for SiM proposals<br>Circulate proposals to review panel Mon 6 Feb 2023 |
| Thursday 9 February 2023 | Review panel meets to select SiM events |
| Monday 13 February 2023 | Applicants informed of decision |
| Monday 20 February 2023 | Start promotion of events to students |
| Monday 6 March 2023 | Deadline for students to apply to attend |
| w/c 13 March 2023 | Students informed whether they have a place |
| Monday 10 April – Friday 26 May 2023, (avoiding Easter weekend 7-10 April/ spring holiday 1 May 2023) | Events take place |
| Monday 3 July 2023 | Evaluation forms and invoices submitted |