

## Spring into Methods: Guidance Notes 2022

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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 methods training for our postgraduate students.

The *Spring into Methods* programme brings together arts, humanities, social science, and other doctoral researchers from across Scotland to offer sessions providing an in-depth approach to learning a specific search method for up to 15 hours.

SGSAH and SGSSS invite proposals from members of staff in any of the affiliated HEIs to provide this training which will be offered, with our support, 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 centres for doctoral training (e.g. the [SOCIAL Centre for Doctoral Training in Socially Intelligent Artificial Agents](#)) or research pools (e.g. [SICSA](#), the Scottish Informatics and Computer Science Alliance).

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 11th April and Friday 27th May 2022 (avoiding Easter weekend of 15-18 April 2022 and early holiday on Monday 2nd May 2022).
- Considering the diverse needs of potential attendees, the programme should be no more than 15 hours spread over an accessible timescale, e.g., 4 x 3 hours sessions online; 4 hours online/2 x ½ day face-face; or 2 x full days 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, we suggest budgeting based on a maximum of 25 attendees.**

Eligible Costs

- Materials / resource development
- Doctoral/ Early Career Researchers costs at a flat rate of £250 per half-day workshop
- 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 payment for fixed-term early career researchers (ECRs) or doctoral researchers, being clear about the time allocated and the duties to be included. We aim to fund 6-8 events in total that meet the requirements described in this guidance.

Note, participants will be able to apply to their graduate school /DTP/ CDT for reimbursement of travel, accommodation, further subsistence for in-person events. You do not need to budget for this.

### 5. Further Guidance on planning training event

Proposals should clearly articulate how they provide **in-depth training** of value to doctoral researchers across the **arts, humanities and social sciences or where these intersect with other disciplines**, e.g., informatics. 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 Scotland's HEIs (irrespective of their funding) will be invited to apply. The selection process will aim to balance

students attending from across SGSSS and SGSAAH and across the Scottish HEIs as well as representation from SOCIAL AI, SICSA and any additional partners.<sup>1</sup>

## 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 SGSAAH 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 2022

We welcome proposals on the following topics where there has been previous demand. However, we also encourage proposals in an **open category** that demonstrate **innovation**, **international** significance, or **interdisciplinarity**.

For 2022, topics include, but are not limited to:

- Building research methods on principles of equality, diversity and inclusion
- Adapting methods for research during a pandemic
- Digital Methods, qualitative, quantitative and/or both
- Rethinking ethics for research during a pandemic
- Decolonising Methods
- Methods and Climate Crisis
- Creating and using open research data
- Feminist research methods
- Mining administrative data
- Exploring secondary analysis of multimodal or qualitative datasets
- Posthumanist or more-than-human research
- Survey design and analysis
- Relating your research to the Sustainable Development Goals
- Rethinking 'vulnerability' in participatory research
- + open category

We are happy 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.

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<sup>1</sup> If you are affiliated with a CDT/pool and would like your students to be able to apply, please contact either [team@sgsss.ac.uk](mailto:team@sgsss.ac.uk) or [enquiries@sgsah.ac.uk](mailto:enquiries@sgsah.ac.uk).

## 8. How will the process be managed?

Proposals should be submitted by 4pm on **31 January 2022**.

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 **7 February**.

## 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 brief 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 7 March 2022. 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 30<sup>th</sup> June 2022. 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](mailto:team@sgsss.ac.uk) or [enquiries@sgsah.ac.uk](mailto:enquiries@sgsah.ac.uk).

## 10. Timetable

Monday 31 January 2022	Deadline for SiM proposals
Monday 7 February 2022	Applicants informed of decision
W/c 14 February 2022	SGSSS/SGSAH start promotion of events to students
Monday 28 February 2022	Deadline for students to apply to attend
W/c 7 March 2022	Students informed whether they have a place
Monday 11 April – Friday 27 May 2022, (avoiding Easter weekend 15 - 18 April/ spring holiday 2 May 2022)	Events take place
Thursday 30 June 2022	Deadline for submission of evaluation and invoices

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