SGSAH Extended Training Allowance (ETA) Guidance

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1. Context

The Scottish Graduate School for Arts and Humanities has created a new innovation fund, the Extended Training Allowance (ETA), which is available to all 17 member HEIs. These innovation programmes could feed into HEIs' own strategic objectives/ research output of lead academics while providing much needed training provision/ experience for our doctoral researcher communities. Each HEI can be awarded up to £3,000 per annum. Examples of recent bespoke training includes [Homestretch programme with UWS](#), and the [Practice Research Assembly with University of Dundee](#).

2. What is the ETA?

2.1 The ETA will help support and develop new ideas and opportunities for interactive, interdisciplinary and innovative training aligned to the strengths of our HEIs and linked to [SGSAH Strategic Themes and Priority Areas](#). We invite proposals from members of staff in any of the affiliated HEIs to provide online, in-person, or a blend of both (hybrid) programmes. We also encourage events which may include external partners (such as third sector organisations) in the delivery of training, where appropriate.

2.2 Our key target audiences are doctoral researchers (irrespective of funding) from arts and humanities disciplines, as well as those from connected interdisciplinary subject areas. Programmes should be open to participants from all our member HEIs and should have a minimum of 12 attendees.

2.3 We are keen to encourage use of this training allowance to support match funding from other sources, e.g., legacy or output activities as part of other funding applications.

3. Logistics

3.1 Training proposals should be submitted through SGSAH online system at any time (SurveyMonkeyApply). The SGSAH team will review proposals on a quarterly basis and respond within 1 month of submission, for dates see Point 4. as below.

3.2 HEIs may submit as many proposals as they wish throughout the year. The maximum each HEI will receive is £3K per annum; this could be for 1 programme, or for several smaller, related or unrelated events.

3.3 SGSAH will raise purchase orders for the awarded amount to the HEI who will invoice the University of Glasgow quoting the relevant purchase order number on their invoice in order to ensure payment.

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3.5 Event(s) can take place any time of the year, taking into consideration the need and demand for the relevant training. Awardees are responsible for bookings for events.

3.6 SGSAH will publicise all events through their communication channels. HEIs/ organisers are also expected to use their own means of communication to attract attendees.

3.7 A financial reconciliation and short evaluation report should be submitted within 8 weeks of completion of the event or programme with templates supplied by SGSAH. Any unspent funds should be returned to SGSAH.

3.8 Programme participants will be eligible to apply for reimbursement of expenses from the event provider including travel, accommodation, subsistence for in-person events, and caring allowance, see eligible cost at Point 4.1 as below.

3.9 To support HEIs with the management and delivery of training, we will provide:
  − Online submission portal for proposals
  − ETA registration forms
  − ETA evaluation template
  − Marketing materials

4. Budget

4.1 The budget for development, design and delivery of each proposal is up to a maximum of £3,000. Eligible costs can include:
- Materials / resource development
- Doctoral/ Early Career Researchers to support delivery and preparation at a standard HEI rate for Research Assistants/Post-doctoral Research Assistants
- Hospitality costs for participants and organisers (for in-person engagement)
- Expenses/ travel for participants (in-person)

4.2 In-Eligible Costs include:
- Room hire, as we expect the host HEI to waive these costs, although this could be an eligible cost if there is a justifiable reason for it to be held off-campus
- Fees for permanently employed staff at SGSAH HEIs who are involved in development and delivery of the event, as we cannot make an additional payment to their salary
- Core administrative costs (SGSAH will coordinate the application process, advertising, and communication).

5. Timeline

What	When	Responsibility
Submission of proposals	From Nov 2023 onwards	HEIs
Deadline for proposals	18 December 2023 22 April 2024 21 October 2024	HEIs
Notification of award, PO issued	Within 1 Month of submission	SGSAH
Comms and marketing of events	1 month in advance of events	SGSAH and HEI
Bookings and delivery of events	Anytime	HEI
Evaluation and reconciliation	8 weeks after the event	HEI
Payment of invoice	On receipt of evaluation and financial reconciliation	SGSAH

6. Contact

All application will go through our application portal at SMApply:
https://sgsah.smapply.io/prog/sgsah_extended_training_allowance_202324.
For any informal enquiries please contact: HOS@sgsah.ac.uk

Appendix: Event Management

1. Quick guide

For those who are new to organising SGSAH events, we suggest the following steps:

- Confirm date/times, venue/online platform, whether event can also be hybrid, format of the day, speakers/facilitators, additional tech or material requirements, and any catering.
- Set up an Eventbrite page/web page/other registration page with details of the event where students can sign up.
- Please include in the registration page the points listed below in 'Registration page set up'
- Once a registration page is set up, before making it live, send event information to our Communications Administrator at Mariam.Jack@sgsah.ac.uk at least 4 weeks in advance of the event. We will check details and approve/ inform you of any suggested amendments.
- SGSAH will then circulate event details through our Teams channels to all students, dedicated mailing lists, SGSAH website, SGSAH Newsletter and SGSAH social media channels. Do please also advertise through your own networks and HEIs.
- We suggest you send an event reminder with any advance information including online joining links where necessary to all attendees a week in advance, and again 24hrs in advance, asking for those who can't attend to cancel their ticket (see 'Capacities' and 'Registration Page' notes below).
- Circulate Evaluation Form (Appendix 2) during/after event to all attendees and include responses in your post award evaluation report.
- Pay invoices for catering/venue/speakers/materials etc and process student travel expenses, in-line with our own HEI policies.

2. Eligibility guidelines for participants

As SGSAH's main remit is to offer doctoral training opportunities to PhD researchers based at Scottish HEIs we require that participants attending the Extended Training Events are registered at Scottish HEIs. Therefore, we strongly recommend you request HEI email addresses through the booking process.

3. Venues/Hybrid events

SGSAH hopes as many students as possible can benefit from ETA events. We encourage you to consider all in-person events offered as hybrid with an option to join online via zoom/Teams/etc. We appreciate that this may not always be feasible depending on event format, capacity, venue and budget.

4. Capacities/non-attendance

In order to mitigate potential non-attendance following bookings, we suggest the following:

- Have a capacity on number of available places on your registration page of at least 10% more than expected to allow for any non-attendance on the day
- Provide hybrid options wherever possible to enable wider access to those who may be affected by any change in their circumstances as a result of travel/weather/ill health/caring issues, etc.
- Enable a waiting list function on the booking system (e.g. Eventbrite), which will automatically create a reserve list and offer tickets as they become available due to cancellations
- Send automated messages to all registered attendees a week, and again at 24 Hours in advance of the event. This message should ask them to cancel their tickets if no longer able to attend.

This will enable others to attend and minimise food waste if relevant. This is particularly important for fully booked events.

5. Registration page/Online bookings (e.g. Bookitbee, Eventbrite etc.):

- Set up separate registration forms for in-person attendance or online attendance as this will provide more accuracy for catering and room set-up
- When creating a registration form, please add the following data fields:
    - HEI email address (avoiding personal emails where possible)
    - Which Scottish HEI are you registered at?
    - Are you funded by SGSAH?
    - Any dietary requirements?
    - Any accessibility requirements?

6. Fee payment information for facilitators:

Funding cannot be used to pay salary costs of or fees for full time permanent staff employed at any SGSAH member HEI, but it can be used to cover expenses of those colleagues leading the training. It can also be used to cover facilitators from outside of SGSAH, though normally we would seek to draw on expertise from across our member HEIs where possible.

We recognise that many academics are on precarious and/or part-time contracts and that other non-academic professionals are involved in the delivery of training events.

As such we have provided an update to fee payments to assist with budgets:

For academics and other professionals on 0.6FTE contracts or below we recommend a fee payment of £175 for up to 90mins delivery (inc. preparation)[1]

For facilitators employed to help run events (particularly online) we recommend an hourly rate based on University of Glasgow pay scales (although Leads may wish to check with their own HEI's rates):
- Grade 6 (current PhD student/equivalent) approximately £18.75 per hour
- Grade 7 (recent PhD completion/post-doc) approximately £22.90 per hour

7. Student travel and accommodation expenses:
Researchers can claim back reasonable standard class travel expenses for attending in-person events in-line with organisers HEI processes. We suggest organisers generally budget for an average of £25 travel per student for in-person events unless the events are in the highlands and islands where travel may be more expensive. SGSAH ETA funding can only cover accommodation expenses if the times of an event make it prohibitive to travel to/from by public transport on the same day.

8. Catering
All catering for SGSAH in-person events should be vegetarian in accordance with our Green Graduate Policy at https://www.sgsah.ac.uk/about/ourwork/policy/green/. Please also request details of any other dietary requirements in the event registration form.

9. Evaluation

To ensure the quality of SGSAH events we require event organisers to seek feedback from participants. Evaluations should be anonymous. We expect you to draw on evaluation in your summative evaluation report to SGSAH which should be returned to SGSAH at HOS@sgsag.ac.uk within 8 weeks of completion of the programme.

10. Communications

It is a condition of funding that our logo be used where we have supported an event. Logos should be used on websites, publications, publicity and other materials for SGSAH funded projects. See our guidance on the website at https://www.sgsah.ac.uk/current/funding/acknowledging/

Once an online presence and registration link has been created for the ETA event, send this link to SGSAH's current Media & Communications Administrator at least 4 weeks prior to the event if possible. In that way, SGSAH can circulate to audiences via its own communication channels.

In addition to advertising ETA events through the SGSAH communication channels, event organisers are advised to share with their networks where relevant. When using social media in relation to these events, we ask that you tag SGSAH. Likewise, participants should be encouraged to tag SGSAH when posting about training events.

Our social media channels are:
- Twitter: @SGSAH
- Instagram: @SGSAH_
- LinkedIn: @SGSAH
- (https://www.linkedin.com/school/scottish-graduate-school-for-arts-and-humanities/)
- YouTube: @SGSAH (https://www.youtube.com/channel/UC_6PzF9lzMALN9lLxGzUP4Q)