# Global Connects: SGSAH International Programme Guidance 2024

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## 1. Overview

This year, SGSAH will be delivering a series of international training events that will build on our previous international summer programmes delivered over several months. Proposed training may align/ intersect with other existing international programmes or be stand-alone. Contributions should appeal to both Scottish and international post graduate researchers in the arts and humanities, with sessions delivered from Scotland and internationally between May - September 2023.

We are inviting proposals that provide creative training programmes for doctoral researchers from around the globe. 2024 is our 10th Anniversary, so we are keen to receive proposals that may also help us celebrate more internationally. Training can be new and experimental or linked to existing initiatives and should that align with one or more of our strategic themes and priority areas:-

* Modern Languages
* Celtic Languages and Studies
* Creative Industries/Economies
* Cultural and Heritage Studies
* Environmental Humanities
* Equalities, Diversity, Inclusion and Social Justice

**Up to £2,500 funding is available through submission of a short online form at: https://forms.office.com/e/CE4zpzC1A6 Deadline: 31 May 2024**

To discuss your idea, please contact Monica Callaghan, Head of Operations and Strategy at [HOS@sgsah.ac.uk](mailto:HOS@sgsah.ac.uk)

## 2. Planning the Event

* Programmes must include at least 1 international partner, and/or international target audience
* Be delivered online, hybrid or (in exceptional circumstances where a wide-ranging audience can be guaranteed) in person (should be reflected in the costings)
* Have a minimum of 15 participants
* Be flexible in duration in order to be fully accessible, e.g., series of short 1-hour events over several weeks, or full day/ 2 x ½ days etc.
* We recommend that you consider including ECRs/doctoral researchers in the development, design and delivery of programme. (We cannot cover costs for permanent, full-time staff from SGSAH member HEIs but can include international speakers and /or ECRs/doctoral researchers or those in precarious employment.)
* 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.

## 3. Budget

The budget for development, design and delivery of each proposal is a maximum of **£2,500.**

Eligible Costs

* Materials / resource development
* Doctoral/ Early Career Researchers to support delivery and preparation of materials. Please add expected time allocation and hourly rate
* Catering costs for participants and organisers (in-person)
* Travel expenses/ overnight accommodation for organisers (in-person).

In-Eligible Costs

* Room hires for in person events as we expect the host HEI to waive these costs
* Fees for permanent, full-time academic staff at SGSAH HEIs who are involved in development and delivery of the programme, as we cannot make an additional payment to their salary
* Core administration costs although costings for ECRs for development is acceptable.

## 4. Further Guidance on planning training event

We will require details on:

* Who your international partners are
* Learning outcomes on your proposal
* Which Vitae Domain your proposal aligns with at: https://photos.app.goo.gl/qRWcp7qtGS5J1WzaA.
* Who your target audiences are and how you are going to attract them

Please ensure sessions are as accessible as possible to students of different experiences/ expertise; this may be achieved by providing pre-session materials or being explicit about any 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, SGSAH will coordinate with the successful applicant to ensure best recruitment for key target audiences. Participants for the training from outside Scotland are free to attend but for in-person events must seek funding for travel and expenses from their home HEI or graduate school.

## 5. 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 out opportunities for students to engage with others, and asynchronous engagement that enables students to work at their own pace.

## 6. How will the process be managed?

Proposals should be submitted using the Microsoft form at https://forms.office.com/e/CE4zpzC1A6 by **3pm on 22 April 2024.**

Applications will be reviewed by a panel drawn from across SGSAH. You will be notified of the outcome by week commencing **29 April 2024.**

## 7. What happens if you are successful?

1. Successful applicants will be issued an award letter and required to confirm their intention to proceed.

2. 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.

3. SGSAH will help publicise the events through its communication channels. Organisers are also strongly encouraged to use their own means of communication to signpost doctoral researchers to the central application system they have chosen to use.

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

5. 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 within 1 month of date of the final session. Invoices received after this date may not be reimbursed.

6. SGSAH will process invoices and transfer funds.

If you have any queries about a proposed event, please email [HOS@SGSAH.ac.uk](mailto:HOS@SGSAH.ac.uk)