GUIDELINES FOR FINANCIAL SUPPORT TO FACULTY-WIDE SEMINAR ACTIVITIES AT THE FACULTY OF HUMANITIES

Decision maker          Faculty Board of Humanities
Date of decision       18/06/2019
Period of validity     From 1 July 2019 to 31 December 2022
GUIDELINES FOR FINANCIAL SUPPORT TO FACULTY-WIDE SEMINAR ACTIVITIES AT THE FACULTY OF HUMANITIES

Framework for calls for proposals
Financial support is available to activities such as small networks or transdisciplinary research groups that hold seminars, workshops and lectures at the Faculty. In order to be seen as a faculty-wide activity, representatives from at least two departments in the Faculty must be included. Support is not given to conferences.

Funding should be applied for in the first instance from external donors and the faculty application must be accompanied by an account of what external grants have been applied for. The primary intended use of the Faculty’s funds is to fill the gap where external funders have not granted the whole of the sum applied for.

The annual call for proposals is communicated to the departments in June. The Research Committee (FOB) processes the applications received and compiles the documentation for decision by the Faculty Board. Each application must have a main applicant. The department where the main applicant works functions as the host department for the activity for which funding is sought. The host department codes these costs separately. Funds are then paid out regularly. Unused funds cannot be carried over to the following year.

Application format and criteria for assessment
The application must contain a description of the activities for which the funding is sought, including a detailed budget. The application must include a letter of support from the head of the host department. You can apply for funding for a one-off activity or for a regular seminar series. The activities must be held at the Faculty of Humanities at the University of Gothenburg. The funding is intended for activities and cannot be sought to cover the costs of salaries.

Each application is assessed on the basis of a number of criteria:

- How the funding will benefit the Faculty in the form of seminars, workshops or lectures
- That the activity encompasses at least two departments
- The scholarly value of the activity, for the Faculty’s departments
- Value added aspects such as collaboration and the benefit to first and second cycle courses and study programmes
- External funding applied for.

Monitoring
The main applicant must annually (February/March) submit a statement of account for the funds received. This statement of account is to include a description of the activities carried out along with a summary of actual costs incurred. The Research Committee (FOB) is responsible for monitoring granted applications and compiling a report to the Faculty Board.