

Pilot Guidelines & Application Form to support funding for conferences/symposia, 2024/2025

Background

The Humanities Divisional Leadership Group has approved a pilot trial using Humanities Research Funding to support academic staff hosting conferences or symposia in the Division.

This funding is intended to help staff host conferences or hold strategic symposia or high-level academic workshops that will strategically strengthen research activities in the Humanities Division or further the potential for collaboration and research funding.

Eligibility

- ✚ Staff in the Division of Humanities
- ✚ Principal or Co-lead organising the event (meeting, workshop or symposia)
- ✚ The event would normally be a disciplinary conference, prestigious workshop, or research symposia which would further research activities by staff in the Division of Humanities and potentially boost the profile of the Humanities nationally or internationally.
- ✚ The event would take place in the 18-month period after the closing date for applications.

Funding Amount

- ✚ Up to \$6,000 for one event.
- ✚ Allocation will take the form of a grant-in-aid, up to the requested amount.

Use

To support direct costs of hosting a meeting, workshop or symposia. For example, the cost of:

- venue hire
- travel and accommodation for keynotes
- conference materials

Process

- ✚ Submit application to the Associate Dean Research – Humanities.
- ✚ Applicant may apply for funding for an event up to 18 months in advance.
- ✚ Successful applications may receive full funding or a grant-in-aid - up to the requested amount.
- ✚ Funding must be spent within six months of the event taking place.
- ✚ **Deadline for applications – June 3rd, 2024.**

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Application Form

Name of Event	
Proposed Dates	
Name of Organiser(s) and/or Organisation	
Location of Conference (on-campus, off campus)	
Describe the Event (up to 200 words)	

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Describe how holding the event will further research and/or other strategic priorities for the Humanities at the University of Otago (up to 500 words).

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Describe the intended outcomes of the event (publications, funding bids, strengthening research and disciplinary collaboration etc...). (up to 200 words)

Submit a simple budget of costs being applied for

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Priorities for funding

The Associate Dean Research-Humanities and Pro-Vice-Chancellor-Humanities will evaluate applications on the basis of:

- ✚ academic merit,
- ✚ strategic value to the Humanities,
- ✚ number of Humanities staff involved in the event,
- ✚ potential to lead to further significant research activities and/or outputs,
- ✚ extent to which requested funding will add value to the event,
- ✚ extent to which the event has already received funding from other sources at the university.

Applicants Signature	
Date	

Dean/HoS Comments	
Dean/HoS Signature	
Date	

For further information contact

Associate Dean Research-Humanities – hugh.campbell@otago.ac.nz