

## BAAL RESEARCHER DEVELOPMENT WORKSHOPS CALL FOR PROPOSALS (2021)

### Call for workshop proposals

Given the success of the BAAL Researcher Development Workshops, we are delighted to announce a new call under this initiative. The initiative is aimed at meeting the researcher development needs of BAAL's junior academic members (e.g. doctoral students and early-career researchers), thus fulfilling its mission of ensuring continuity and renewal in the Applied Linguistics community. This new initiative responds directly to the results of a recent BAAL survey on mentoring where colleagues have expressed the need to be further supported by researchers within their own field of specialization. The BAAL Researcher Development Workshops are currently being trialed, and their continuity will depend on the outcomes of this initial iteration and on the future availability of funds.

BAAL invites doctoral students and early-career researchers (ECRs) to submit workshop proposals that meet their and their peers' researcher development needs. With this initiative, we are aiming to:

- a) support these colleagues' pro-activeness in the design, organization and implementation of hands-on academic events;
- b) provide them with an opportunity to access funding in the current challenging financial times;
- c) develop their experience and expertise in applying for funds;
- d) offer a pathway for junior researcher to network with colleagues in the Applied Linguistics community;
- e) further engage doctoral students and ECRs in BAAL activities.

We welcome applications from BAAL members who are doctoral students and ECRs with a diversity of backgrounds and from a range of institutions. We also urge applicants to consider diversity and inclusion in their proposals, for example, in selecting speakers.

In relation to eligibility, please note that:

- applicants should be doctoral students at the time of application and should retain that status until the implementation of the workshop; *or*
- they should meet the ECR description according to the [AHRC guidelines](#): "an individual who is within eight years of the award of their PhD or equivalent professional training, or an individual who is within six years of their first academic appointment. These durations exclude any period of career break, e.g. for family care or health reasons. The 'first academic appointment' is defined as the first paid contract of employment, either full-time or part-time, which lists research and/or teaching as the primary functions. The award of PhD is defined at the point of successful PhD viva."

Applications submitted by doctoral students and ECRs will be evaluated separately so that funds are ring-fenced to each group.

The BAAL Researcher Development Workshops are member-benefit initiatives. This means that both funding applicants and workshop participants need to be BAAL members. The workshops will be offered completely free of charge to BAAL members on a first-come, first-served basis.

BAAL now invites proposals to its 2021 Researcher Development Workshops. The proposals should follow the guidelines indicated in the present call (see p. 3 for a breakdown of proposal sections) and should be submitted by **14 May 2021** to the BAAL Seminars Coordinator, Vander Viana ([vander.viana@uea.ac.uk](mailto:vander.viana@uea.ac.uk)).

## General guidelines for proposed workshops

BAAL members should bear in mind the following points when preparing proposals for the BAAL Researcher Development Workshops.

1. Workshops must address a clear researcher development need which is of relevance to doctoral students and/or ECRs in Applied Linguistics.
2. Innovative, outside-the-box workshop proposals are welcomed.
3. Proposals may be for a single workshop or for a series of workshops to be held over a few weeks/months. In either case, workshops must be held in 2021, and proposals must not exceed the maximum budget available.
4. Face-to-face, blended and online workshop proposals are equally welcomed. The mode should be relevant for the envisaged activity(ies). In the case of face-to-face and blended proposals, it is important to have a contingency plan in case they cannot be held as planned.
5. It is envisaged that workshops will last for a maximum of one day to make it easier for participants to attend the event and to reduce their attendance costs. However, proposals for longer workshops will be given equal consideration if that their length is well justified. Proponents are encouraged to adopt flexible workshop plans in light of the current pandemic and its potential impact by the time of the planned workshops.
6. Proposals must explain how the envisaged workshop(s) is(are) above and beyond the regular training provision at their respective institutions. The rationale for the BAAL Researcher Development Workshops is to support colleagues further (and not to duplicate the support that is already offered elsewhere).
7. Applicants are encouraged to work across disciplines and across institutions.
8. Where relevant and if possible, applicants should seek the support of BAAL SIG coordinators, other learned associations and/or non-academic partners.
9. The workshops should be offered free of charge to all BAAL members.
10. Workshops may have concrete academic outcomes if relevant and possible. These outcomes must acknowledge the original BAAL support. Please specify if you think this will be the case.

## Financial considerations

- Proposals of up to £1,000 will be considered. Applications for lower amounts of funding are equally welcomed.
- In line with BAAL's practice, honoraria are **not** eligible expenditures, and expenses with gifts are limited to a maximum of £50 per guest speaker.
- The workshops will be offered free of charge to all BAAL members on a first-come, first-served basis.
- Appropriate room(s) and equipment could be sought as the in-kind institutional contributions to the workshops from applicants' institutions. The fact that the workshop will not generate any financial profit or loss should help on this front.
- Applicants may also want to consider alternative catering arrangements (e.g. where participants pay for their own meals as in the case of the "Corpus Linguistics in the South/Scotland" series).
- Applicants are requested to follow (with modification if necessary) the financial template included at the end of this call. A Word version of the template can be requested from the BAAL Seminars Coordinator ([vander.viana@uea.ac.uk](mailto:vander.viana@uea.ac.uk)), and it will be made available on the BAAL website in due course.
- The grants will be paid on request to the BAAL Treasurer (Bettina Beinhoff at [bettina.beinhoff@anglia.ac.uk](mailto:bettina.beinhoff@anglia.ac.uk)) by successful workshop proponents.

## Successful workshop proponents

Following the final selection, successful workshop proponents will receive organization guidelines and they should note the points below.

- Workshops should be advertised via the BAAL mailing list and other channels, clearly stating that these events are part of the BAAL Researcher Development Workshops.
- If non-BAAL members wish to take part in any of the workshops, they should be encouraged to become members first.
- A report on the workshop(s) will be required for publication in the BAAL Newsletter within four weeks of the event having taken place.

## Proposal sections

BAAL members (doctoral students and ECRs) are invited to submit proposals by **14 May 2021** for workshops to take place until **December 2021**. All bids will be evaluated by the Executive Committee. Please submit proposals by email to the BAAL Seminars Coordinator, Vander Viana at [vander.viana@uea.ac.uk](mailto:vander.viana@uea.ac.uk). They should not exceed 2,000 words in total and should include:

- *Workshop title(s)*
- *Date(s)*
- *Place(s)*
- *Name(s) / Institution(s) of workshop organizer(s) (only proposals submitted by doctoral students and ECRs who are BAAL members will be considered)*
- *Full contact details (e-mail and postal addresses as well as telephone numbers)*
- *List of workshop objectives*
- *Rationale (up to 300-400 words only)*
- *Organization*
  - *number and length of workshop(s)*
  - *presenter(s) and/or facilitator(s)*
  - *brief description of workshop(s) and its session(s)*
  - *target participants*
- *Support from BAAL SIGs, other learned societies and/or non-academic partners (where relevant and if possible)*
- *Proposed use of sponsorship money, including projected costs*
- *Suggested contingency plan in case the event cannot be held as originally planned*

Proposals must be supported with a letter from the main supervisor (in the case of PhD students) or the line manager (in the case of ECRs). The letter (not included in the word count of the proposal) must:

- state that the institution is happy to support the initiative;
- indicate how/why the proposal is beyond the training offered at the institution;
- confirm that the principal applicant will still be studying/working at the institution at least two months after the workshop has taken place.

### **Evaluation criteria**

1. *Workshop requirements*: the proposal must meet the workshop requirements to (a) be linked to research development; (b) address the needs of doctoral students and/or ECRs; and (c) be related to the field of Applied Linguistics.
2. *Quality*: the workshop(s) must be innovative and distinctive, not duplicating current training provision offered to doctoral students and/or ECRs.
3. *Reach*: the workshop(s) should appeal to attendees in different disciplines and/or institutions, and the proposal must contain evidence to support its reach.
4. *Budget*: a feasible budget which offers value for money should be provided, and the expenditures should be clearly justified.

### **Important dates**

- March 2021: Call launch
- 14 May 2021 (Friday): Submission deadline
- 05 July (Monday): Results to be disclosed
- August to December 2021: Workshops to be held

For any inquiries, please contact the BAAL Seminars Coordinator (Vander Viana at [vander.viana@uea.ac.uk](mailto:vander.viana@uea.ac.uk)).

# BAAL Researcher Development Workshops

## Sample financial plan (for guidance only)

### Costs

1	Travel costs for guest speakers <sup>1</sup>		
	Speaker 1	Flight (£...) + coach (£...)	£
	Speaker 2	Train (£...)	£
2	Subsistence	2 speakers @ £... for 1 day	£
3	Programme and abstract booklet	25 copies @ £...	£
5	Technical support	10 hours @ £...	£
6	Promotion		£
<b>Total costs</b>			£

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<sup>1</sup> Please note that this is simply an example. The sample financial plan does **not** mean that one speaker has to travel by plane and coach, and the other by train. Means of transportation (if applicable and needed) should be chosen according to individual guests' needs.

In line with BAAL's practice, honoraria are **not** eligible expenditures, and expenses with gifts are limited to a maximum of £50 per guest speaker.