

## BAAL RESEARCHER DEVELOPMENT WORKSHOPS CALL FOR PROPOSALS (2022-23)

### 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 our mission of ensuring continuity and renewal in the Applied Linguistics community.

BAAL invites its members to submit workshop proposals that meet the development needs of doctoral students and early-career researchers (ECRs). With this initiative, we are aiming to:

- a) support 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 researchers to network with colleagues in the Applied Linguistics community;
- e) further engage doctoral students and ECRs in BAAL activities.

We welcome applications from **all** BAAL members with a diversity of backgrounds and from a range of institutions. Half of the funding will be ring-fenced for applications led by a PhD student and/or an ECR.

In relation to eligibility, please note that applicants **must** be BAAL members by the time they submit their application and, if they are successful, until their workshop is finished. To be considered for the ring-fenced funding, applicants **must** also meet one of the criteria at the time of application:

- be doctoral students until two months after the workshop has ended; *or*
- 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."

The BAAL Researcher Development Workshops are member-benefit initiatives. This means that **only** BAAL members can attend these workshops, which will be offered free of charge on a first-come, first-served basis.

BAAL now invites proposals to its 2022-23 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 **23 September 2022** 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, 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 pandemic and its potential impact on workshop plans.
6. Proposals must explain how the envisaged workshops 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 convenors, other learned associations and/or non-academic partners.
9. The workshops must 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.

## Important note

An institutional department is **not** normally able to apply for funding until two years have elapsed since its last award. Please check the BAAL website for the previous awards before making an application.

## 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 budget must **not** include payment of any sort to the workshop organizers.
- 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* (<https://www.baal.org.uk/news/newsletter/>) within four weeks of the event having taken place.

## Proposal sections

BAAL members are invited to submit proposals by **23 September 2022** for workshops to take place until **July 2023**. All bids will be evaluated by the BAAL 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 2,500 words in total and should include the following points.

- *Workshop title(s)*
- *Date(s)*
- *Place(s)*
- *Name(s) / Institution(s) of workshop organizer(s)*
- *Lead applicant status (please indicate whether you qualify as a doctoral student and/or ECR so that your application is considered for the ring-fenced funding)*
- *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)*
- *Equality, diversity and inclusion (EDI) statement for the workshop proposal (please consider how the workshop plans abide by and account for BAAL's position on EDI matters – see <https://www.baal.org.uk/baal-statement-on-equality-diversity-and-inclusion-within-applied-linguistics/>)*
- *Proposed use of sponsorship money, including projected costs*
- *Suggested contingency plan in case the event cannot be held as originally planned*

Proposals for the ring-fenced funding must be accompanied by a letter of support 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;
- explain how the proponent meets the criterion of being a doctoral student and/or ECR;
- 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 in Applied Linguistics; and (c) carefully consider EDI matters in the workshop proposal.
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**

- 23 September 2022 (Friday): Submission deadline
- 11 November 2022 (Friday): Results to be disclosed
- January to July 2023: 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.